COLLEGE OF ENGINEERING FALL COMMENCEMENT
Lory Student Center, Main Ballroom
Saturday, December 18, 2010, 4:00 p.m.

Notice of Participation

Pre-Ceremony Lineup
Please report to the Lory Student Center, NORTH Ballroom, no later than 3:30 p.m. for pre-ceremony lineup and instructions.

Regalia
REGALIA IS REQUIRED TO PARTICIPATE IN THE CEREMONY. Cash only will be accepted by the regalia company. Undergraduate robes are black. Students graduating with distinction (magna, summa, or cum laude) wear gold robes and are notified by letter indicating this status. This letter must be presented to the regalia company in order to rent the gold robes. Students who completed the University Honors Program wear green robes. Commencement regalia reflects centuries of tradition in academia, the engineering tassel color is orange. Tassels are worn on the left side; you will not be required to switch your tassel during the ceremony. Mortarboard caps should be worn level and not on the back of your head.

Rentals: Pick up your regalia at the Lory Student Center, Room 228, on Wednesday and Thursday, December 15 and 16, between 8:00 a.m. and 5:00 p.m. As a last resort, you can rent your regalia one hour prior to the ceremony at the ceremony site.
- Bachelor's cap, gown, and tassel $19.50
- Extra souvenir tassels (orange) $7.00

Returns: Immediately following the ceremony, return your robe to Room 228, Lory Student Center. (Students keep their cap and tassel.) Late charges will be incurred for late returns. Late-return items are sent directly to Unique Recognition, 333 East 4th Street, Suite 102, Loveland, CO 80537.

Announcements
Personalized Announcements may be ordered online at www.cbgrad.com or by calling 800-433-0296. You can also order from a company representative at the Lory Student Center Flea Market (in front of the bookstore) from 10:00 a.m. to 3:00 p.m. on October 13-14, 2010. Allow 7 – 10 days for delivery.

Non-personalized orders can be purchased at University Bookstore any time.

Diplomas
You will receive a diploma cover during the ceremony; your actual diploma will be mailed to you approximately six weeks after commencement. If you cannot attend the ceremony, you may pick up a diploma cover from the Provost’s Office. Your diploma cover can also be mailed to you for a $4.95 (USPS) postage fee. Call (970) 491-6614 to order.

Guests
The ceremony will begin promptly at 4:00 p.m. and will last approximately one hour and 15 minutes. Persons in wheelchairs can be assisted by ushers at the Main Ballroom entrance. (The best area to drop off persons in wheelchairs is at the north end of the Lory Student Center, which will take them to an elevator and up to the second floor where the Main Ballroom is located.) Seats will be reserved for persons who need special assistance. Sign language interpreters will be available during the ceremony. There will be reserved seating for hearing-impaired guests. A professional photographer will take photos of each graduate as they cross the stage, and a photograph will get sent to each graduate by their home department.

Student Conduct
Please remember that this ceremony is a very public event. For this reason, we request that you honor the occasion by not wearing anything "atypical" or "decorating" your regalia in any way. Also, remember that your conduct and behavior during the ceremony reflect the dignity and importance of this event for all of us—you as an individual and the University as a whole. You are reminded that it is illegal to bring alcoholic beverages onto campus. Other inappropriate substances or objects will not be allowed anywhere in the facility. Such items will be confiscated. Uniformed police officers and faculty marshals will be in attendance as you enter the assembly area and throughout the ceremony. In accordance with commencement policies, you may be requested to open robes, purses, etc. for inspection as you enter.

Inclement Weather
In the event of inclement weather, call (970) 491-7669 (SNOW) for university updates pertaining to any closures or cancellations.

Parking at Lory Student Center
The Lory Student Center is located centrally on the main campus, and there will be free public parking in the pay-by-space numbered stalls in the parking lot north of the Lory Student Center on Friday and Saturday. There should be sufficient time between ceremonies to minimize parking congestion. Additional information regarding parking can be obtained from the CSU Parking Services at (970) 491-7041.

Contact the Engineering Academic and Student Affairs Office in Room 102 Engineering Building or call 970-491-6220 if you have any questions.