

TO: 2011-2012 Graduates - College of Applied Sciences & Technology

**Departments of Family and Consumer Sciences
Department of Technology
School of Nursing
School of Physical Education, Sport, and Exercise Science
Fisher Institute for Wellness and Gerontology**

FROM: College of Applied Sciences & Technology Dean's Office

RE: College Commencement - May 5, 2012

Congratulations on the completion of this stage of your education. I hope this commencement ceremony will be a meaningful final step for your experience at Ball State University. The following information will explain some of the day's events.

1. The main university ceremony will be held at the Arts Terrace beginning at 10:00 a.m., **Eastern Daylight Time**. Our college ceremony will be held in the **Worthen Arena at 3:00pm**.

NOTE: If the main university ceremony is moved to Worthen Arena at 10:00 a.m., due to inclement weather (be sure to check the www.bsu.edu website for further instructions), the Doctoral and Specialist in Education candidates will still be hooded at the main university ceremony and **our college ceremony will start an hour later beginning at 4:00pm. in Worthen Arena.**

2. Tickets are not required for our college ceremony. Parking is free.
3. Line-up for the college processional is at **2:15pm**. on the Worthen Arena Concourse between Aisles 2 and 6. Line up behind your department's sign. **The processional from the concourse down to the main floor will begin promptly at 2:45pm.** (Note: line-up will be at 3:15. if our college ceremony starts at 4:00, due to change of the main ceremony, processional at 3:45.)

The order in each line will be as follows:

Doctoral Students
Masters Students
Baccalaureate Students
Associate Degree Students

4. **Be sure you have your reader card with your name and pronunciation written on one side and information for the photographer on the reverse side. Cards should be available with your cap and gown, or will be available at the Commencement Office (LU B4), at the CAST Dean's Office (AT 202) or from your departmental office. Extra cards will be available at the college ceremony site.**
5. Any student graduating with a General Studies degree should notify Deena White at dwhite@bsu.edu or (765) 285-5816. You will need to clarify which department within the college you wish to participate with.
6. As your name is read, you will process individually across the stage to receive your diploma cover from the Dean and your Department Chairperson.
7. A photographer will be present to take pictures as you cross the stage and receive your diploma. Out of consideration for others, please ask family members and friends to refrain from coming up to the front to take pictures or videos, as they will likely block the view of others. Thank you for your consideration in this regard.
8. The college ceremony will last approximately 1 hour.
9. I suggest that you tell your relatives and friends the name of the **DEPARTMENT/SCHOOL** and **COLLEGE** from which you are graduating. Emphasize that it is in **WORTHEN ARENA at 3:00pm**. Other ceremonies will be taking place in this building and around campus. Each year several people miss seeing relatives or friends graduate because they do not have this information. It would be a shame to travel a long distance and miss the big event.
10. If any graduate, family member, or friend attending the college commencement ceremony needs any accommodations based on a disability, please call Sarah DeWitt, Commencement Office, (765) 285-1689.

I hope this information will be of help to you, your family and friends in planning for graduation. If you have any questions about our college ceremony, please contact Deena White at dwhite@bsu.edu or (765) 285-5816. Details about the main university ceremony can be found at www.bsu.edu or by calling Sarah DeWitt, Commencement Office, (765) 285-1689.