

2011 Graduation Schedule

Welcome to YOUR graduation celebration! We are very excited about your big day and want to make sure you are well prepared and as stress-free as possible. Attached you will find the schedule for the pre-graduation events on campus and for the off-campus graduation ceremony.

Your graduation hoods are compliments of the ASDOH Alumni Chapter. You will receive your hood during the graduation ceremony when you walk across the stage.

Make sure you have completed the **Petition to Graduate** on the graduation web site. This **MUST** be completed by **May 14th** or we will not be able to print your name in the program.

REGALIA! Make sure you order your **regalia** (aka: cap/gown). The link to order regalia will be on the graduation web site as well. The university does not have regalia for sale at the campus.

TICKETS! Each guest will need a ticket to attend the graduation ceremony. Each graduate will be given 25 tickets each to give to family and friends.

Please read over the attached schedules and information carefully. We look forward to seeing all of you for this exciting celebration!

Office of Student & Alumni Affairs
<http://www.atsu.edu/ashs/graduation/>
480-219-6126

Graduation Schedule of Events

<http://www.atsu.edu/asdoh/graduation/index.htm>

Arizona School of Dentistry & Oral Health
Class of 2011

Wednesday, June 8, 2011

ATSU Campus, 5850 E. Still Circle, Mesa, AZ 85206

Saguaro B

Attendance Required

Bring your Cap & Gown

1:30 p.m. – 2:00 p.m.	Check-In & Graduation Packet (Main Lobby) Snacks and Refreshments provided by Alumni Affairs
2:00 p.m. .	Change into cap/gown for group photo
2:15 p.m. .	Class Photos (South Patio; Amphitheatre)
2:30 p.m. – 2:45 p.m.	Graduation Orientation (Saguaro B)
2:45 p.m. – 3:00 p.m.	Alumni Welcome (Saguaro B)
3:00 p.m. – 4:30 p.m.	Financial Aid Exit Program* (Saguaro B) <i>*required for any graduate with financial aid; mandatory paperwork to be signed</i>

*The Dean's Office will be sending out information regarding the Awards
Brunch and Founder's Day Events.*

GRADUATION DAY

Saturday, June 11, 2011
Mesa Arts Center, Mesa, AZ
1 East Main Street
Main & Center

9:00 a.m. – Line Up / 9:30 a.m. – Ceremony

IMPORTANT! Petition to Graduate:

Did you complete the online Petition to Graduate? Every graduate MUST submit the petition to be eligible to graduate. To ensure that your name appears in the graduation program, you must submit the petition by **May 14, 2011**. (https://www.atsu.edu/registrar/graduation/petition_to_graduate.asp)

Mesa Arts Center – Ikeda Theatre:

The Mesa Arts Center is located in downtown Mesa on Main and Center. Please give yourself enough time to travel to downtown, park, and enter the Center. See attached map.

Parking at the Venue:

Parking for the Mesa Arts Center is located on 1st Ave. between Center Street and Serrine St. The cost is \$5/car (parking is controlled by the Mesa Downtown Business Association). Additional, free parking, is available in the parking garage on the S-W corner of **Centennial Way and 1st Street**.

Regalia:

Did you order your regalia? <http://www.atsu.edu/asdoh/graduation/index.htm#Cap>
Student Services **does not** have any extra gowns so please make sure you order yours in time. Please order your regalia as soon as possible AND check your regalia when it arrives to ensure that you received the correct gown (doctorate with lilac stripes) and that the tassel is gold.

Hoods:

Each graduate will receive their hood on-stage as part of the graduation ceremony. The Alumni Association funds each graduate's hood as a gift to welcome them into the ATSU alumni family.

Tickets:

Tickets are required for each guest attending the ceremony. Each graduate will be given 25 tickets each for family and friends. If a graduate needs additional tickets he/she will have to see if a classmate has extras. Seating is general admission.

Wheelchair Assistance:

Wheelchair seating will be available for guests.

Seating:

The graduates will be seated in front of the stage; occupying the front rows. Guests are welcome to sit in any seat/row not reserved for the graduates or guest hooders.

Guest Hooders:

Requests for Guest Hooders must be submitted to the Office of Student Services **no later than 30 days** before the date of the ceremony. The request form and criteria can be found online at the graduation web site: <http://www.atsu.edu/asdoh/graduation/index.htm> **ONLY approved guest hooders will be allowed to hood his/her graduate. The graduate will be notified via email if the request has been approved or not.**

Seating: Guest hooders will be required to sit in the reserved “Guest Hooder” seating located behind the graduates. Each guest hooder will be assigned a seat. Other friends or family members will need to sit in the regular seating areas. Guest hooders do not participate in the processional or recessional with the graduates.

Instructions: Guest hooders are instructed to be ready to go on stage at least three graduates before his/her graduate takes the stage. Guest hooders will be directed by a staff member who will let them know when to go on stage. The faculty hooder will help the guest hooder on to the hooding platform and hand him/her the hood. Refer to the “Conferring of Degrees” section of these instructions on how to hood the graduate. The guest hooder will exit the stage with the graduate and return to their seat.

Reader Card: Graduates must write on their reader card: “being guest hooded by [hooder’s name]”.

Photography/Videography:

Except for the official University photographers and news media, no one will be allowed access to the stage or graduate seating area to take pictures during the ceremony. The University contracts with a photographer to take a photo of each graduate as he/she walks across the stage. Information on how to order photos from graduation will be posted on the graduation web site.

Schedule for Graduation

Time	Graduates
9:00 a.m.	Room opens to guests only; no graduates
9:00 a.m.	Graduates Line up outside the theatre (2 nd floor of the Ikeda theatre lobby)
9:30 a.m.	Processional into the Room/Ceremony Begins
11:00 a.m.	Conclusion of the Ceremony – Congratulations!

Please remember to bring:

1. Your cap and gown. Everything showing below the hem of your regalia gown should be dark (i.e. pants, long skirt/dress line, and shoes). Nothing can be worn on the outside of the regalia (i.e. flowers, honors cords, etc.) Please ask family and friends to hand you flowers or other gifts AFTER the ceremony.
2. Your reader card (see below for description).
3. Give yourself and guests enough time to travel to the Center and park.

Reader Cards:

Every graduate will be given a reader card. Each graduate will hand this card to the “reader” on stage who reads the graduate’s name as it is written on the card.

**Directions to the Mesa Arts Center
1 East Main Street (Main & Center)**