School of Molecular & Cellular Biology

Sp23 Convocation | Sunday, May 14th at 9 a.m.

Day of Ceremony Instructions

**TICKETS:**

* Tickets can be picked up **BEFORE** Sunday.
* Pick-up tickets in the MCB Center for Advising, Room 200 of Burrill Hall
	+ Daily through Friday, May 12th from 8:45 a.m. to 4:45 p.m.
	+ A photo ID is required when you pick up your tickets.
* If you are not able to pick up your tickets, your tickets will be available when you check-in on Sunday.
* Keep tickets safe. There are no replacement tickets available.
* *If you do not need all of the tickets, please let the Front Desk know.*

**LOCATION:**

* [Krannert Center for the Performing Arts](https://krannertcenter.com/your-visit/directions-parking), which is located 500 South Goodwin Avenue, Urbana, IL 61801.
	+ Krannert Center for the Performing Arts is located on the corners of Illinois Street and Goodwin Avenue.
	+ It is not located on the Quad.
	+ It is not the art museum located on Peabody Drive.

**CAP AND GOWN:**

SMCB staff will be available to assist graduates with caps, gowns, stoles, cords, and hoods during check-in.

**All graduates –**

* Make sure to take the gown out of the bag. Gowns will have lots of creases from being folded during shipment.
* To look nice on stage and during the ceremony, please have the gown either steamed or professionally pressed prior to the ceremony.
* Cords are worn on top of stoles.
* Graduates get to keep the cap.
	+ It is okay for students to decorate the mortar board (cap).
	+ All decorations should be professional (not obscene or offensive).
* *The orange and blue tassels are souvenirs and should not be worn during the ceremony.*

**Bachelor’s –**

* The**white tassel**should be worn on the right side of the cap.
	+ Tassels will be moved to the left, as a group, at the end of the ceremony.
* Pin the orange stole to the back of the gown. This will prevent it from slipping off during the ceremony.
* **Attention Bronze Tablet Students**: Pin the orange and blue cord on the left shoulder.

**Master’s –**

* The black tasselshould be worn on the left side of the cap.
* To learn how to wear your cap and gown, click this link: [How to wear your cap and gown – Master’s](https://www.youtube.com/watch?v=kU_e3EbBB3U).

**Doctoral –**

* The black tasselshould be worn on the left side of the cap.
* We do recommend that you and your hooder practice hooding before the ceremony.
	+ Here are some helpful videos.
		- [Berkeley Engineering, Regalia 101 for doctoral degree candidates](https://www.youtube.com/watch?v=PJeta8-PaTI)
		- [George Mason University, The Do’s and Don’ts of Hooding](https://www.youtube.com/watch?v=L5FKT-moY7E)

**PARKING:**

* Krannert Center parking garages are located underneath the building and are accessible from Oregon or Illinois Streets.
* In addition, there is a large University parking lot across the street and to the north of Krannert (corner of Illinois Street & Goodwin Avenue).
* Parking in all University lots is free to the public on weekends.
	+ Campus Parking will NOT be checking any University meters in these lots during commencement weekend.
	+ Street parking on Goodwin Avenue, and Illinois, Oregon, and S. Gregory streets is free on Sunday.
	+ **ADA parking is available in the Krannert parking garage.**

**WHEN TO ARRIVE AT KRANNERT:**

* **8:00 a.m. to 8:20 a.m. on Sunday.**
	+ ***DO NOT ARRIVE LATE.***
	+ Arriving after 8:20 a.m. will prevent you from lining up in the correct place in line. Your name will be read out of order.

**WHERE TO CHECK-IN:**

* Students will check-in on **level 2** at the **orchestra-rehearsal room** between **8:00 and 8:20 a.m.**
* SMCB staff will direct you to the line-up.
* **Students should not bring any personal belongings to check-in, lineup, or into the Great Hall if they do not wish to carry those items throughout the ceremony, and onto the stage.**

**GUESTS:**

* Doors to the Great Hall open at 8:00 a.m. for guest seating on level 5.
	+ Tickets will be needed to enter the Great Hall.
		- All guests, including infants and children, will need a ticket.
	+ It is open seating, arriving earlier means that your guests may get better seating.
* Parents and guests should take the elevator to level 5 for entry to the Great Hall.
* If guests have *requested accessible seating*, please follow the instructions received from the Krannert Center for Performing Arts.
* If guests are in need of a wheelchair, press the *patron services call button* near the elevator for assistance.

**PHOTOGRAPHY:**

* Guests are welcome to take pictures during the ceremony.
* Two to three professional photos will be taken of each graduate by Grad Images.
	+ One (1) photo will be taken when graduates receive their diploma cover.
	+ One (1) photo will be taken in front of the College of Liberal Arts & Sciences banner.
	+ Students not seated on the stage, will have one (1) photo taken at the top of the stage stairs.
		- Grad Images will follow-up with graduates who granted permission to be contacted.

 **CEREMONY LENGTH:**

* Approximately 1 hour and 30 minutes.
* The School of Molecular & Cellular Biology will host an optional reception (food & drink), immediately following the ceremony, in the lobby (level 5).
* To get a sense of the ceremony, please follow this link: [Sp19 School of MCB Convocation](https://mediaspace.illinois.edu/media/t/1_00k0mzti%22%20%5Ct%20%22_blank).

**LIVE STREAM:**

* The Sp23 School of Molecular and Cellular Biology Convocation will be live streamed.
* Follow [this link for the live stream](https://mcb.illinois.edu/academics/school-mcb-convocation).

 **SET A MEETING PLACE:**

* Please discuss where to meet your guests after the ceremony.
* The lobby is very crowded and chaotic after the ceremony and all the graduates look similar in their attire.
* You might suggest meeting by a specific door or elevator, by the ticket office, by the intermezzo, or outside.

**ACADEMIC ATTIRE RETURNS:**

* Academic attire must be returned to Herff Jones by using the return-shipping label provided.
	+ Replacement shipping labels are available through [Herff Jones](https://pipeline.flatworldgs.com/app.php?r=returnPortal).
	+ Regalia may also be returned to the Herff Jones booth located on the East side of Memorial Stadium immediately after the ceremonies. Returns must be dropped off before 9 p.m.
* You will only need to return the rented gown.
	+ *The cap, tassels, stoles, and cords are souvenirs.*