SMCB Day of Ceremony Instructions

Below are some important details for the School of MCB Convocation Ceremony scheduled for Sunday, May 12, 2024, at 9:00 a.m. in the Krannert Center Great Hall, 500 South Goodwin Avenue, Urbana. Please note this is NOT on the Quad and it is not the Art Museum on Peabody!

CAP AND GOWN:
- Make sure to take your 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.
- **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. *The orange and blue tassels are souvenirs, and should not be worn during the ceremony.*
- **Attention Bronze Tablet Students:** Pin the orange and blue cord on the left shoulder.
- 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).
- Pin the orange stole to the back of the gown. This will prevent it from slipping off during the ceremony. *The orange stoles are souvenirs.*
- **PhD students:** it is strongly recommended that you practice “the hooding” with the hooder prior to the ceremony.
- SMCB staff will be available to assist graduates with caps, gowns, and hoods during check-in.

PARKING:
- Krannert Center parking garages are located underneath the building and are accessible from Oregon Street and Illinois Street.
- In addition, there is a large University parking lot across the street and to the north of Krannert (corner of Illinois & Goodwin Streets).
- 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 Illinois, Goodwin, 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.**
  - You will not have the time to line up in the correct place so your name will be read out of order.

WHERE TO CHECK-IN:
- **Students 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.**
  - There is no secure storage for your belongings during the ceremony.

GUESTS:
- **Doors to the Great Hall open at 8:00 a.m. for guest seating on level 5.**
  - 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.
- *Please note – food and drinks are NOT permitted in the Great Hall.*
- If guests have requested accessible seating, please follow the instructions from Krannert.
- If guests are in need of a wheelchair, press the *patron services call button* near the elevator for assistance.

CEREMONY LENGTH:
- Approximately 1 hour and 30 minutes.
- It can be a long and stressful morning, please encourage your guests to eat and drink before the ceremony.
- The School of Molecular & Cellular Biology will host an optional reception, immediately following the ceremony, in the lobby.
  - Light refreshments (fruit, pastries, tea, punch, and water) will be provided at no charge.

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.
  - 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.
- Bachelor graduates only need to return the rented gown. The cap, tassel, and stole are souvenirs.
- Master and Doctoral graduates must return the rented gown and hood. The cap and tassel are souvenirs.