Date: May 2016

To: All Graduating Hajim School Undergraduates

From: Lisa Norwood, Assistant Dean

Re: Hajim School Diploma Ceremony

Enclosed are instructions regarding the Hajim School of Engineering and Applied Sciences’ diploma ceremony on **Sunday, May 15, at 3:00 pm at the Eastman Theatre’s Kodak Hall.** The ceremony should last no longer than an hour and a half. All candidates must be in official academic regalia to participate in the diploma ceremony. Please take time to familiarize yourself with these instructions in addition to the following:

When you enter the Eastman Theatre, proceed to the Grand Balcony level and look for a sign indicating Bachelor’s candidates from your department. You will be lined up in alphabetical order by department and be given your Announcer’s Card, which will be handed to the announcer as you cross the stage to receive your diploma. Please update this information during line-up if possible. (If you haven’t done so already, please approve the pronunciation of your name at https://www.espeech.com/commencement/Rochester; password: roch16.)

Free shuttle buses will run continuously from 7:15 am until 6:00 pm between the River Campus (behind Rush Rhees Library) and the Eastman School of Music. Parking at the East End Garage is $5 per vehicle. Directions to the Eastman Theatre from River Campus can be found at [http://www.esm.rochester.edu/concerts/parking/](http://www.esm.rochester.edu/concerts/parking/).

Additional information about Hajim School events during Commencement Weekend can be found at [http://www.hajim.rochester.edu/news/commencement_schedule_2016.html](http://www.hajim.rochester.edu/news/commencement_schedule_2016.html).

I look forward to seeing you and your family on the 15th.
Hajim School of Engineering and Applied Sciences Diploma Ceremony
Bachelor Candidate Instructions

**Assemble** on the Grand Balcony level of the Eastman Theatre between 2:15 and 2:45 pm. Look for signs that will indicate where to line up. The diploma ceremony will begin at 3:00 pm *sharp*. Please do not leave any personal belongings in this area during the ceremony.

**Line Up:** Undergraduate coordinators and student marshals will distribute Announcers Cards and assemble graduates in two single file lines in alphabetical order:
- Line 1: CHE then BME candidates in alphabetical order
- Line 2: OPT/OPE then ES/IDE then CSC candidates in alphabetical order
- Line 3: ME, AME/ECE

Please make sure you list an updated email and cell phone number, particularly if you might want to purchase any of the professional pictures taken as you cross the stage.

**The procession** into Kodak Hall will be led by *MayLin Funkenbusch, Pedro Vallejo Ramirez,* and *Dan Mangino*. Line 3 will process down Aisle 2, while Line 2 students will go down Aisle 3, and Line 1 will process down Aisle 4. (Faculty will process down Aisles 3 and 4 first.)

**Seating:** Each department will start a new row as indicated by their student marshal. Please remain standing until Dean Clark asks the graduates and audience to be seated.

**Awarding of Bachelors' Degrees:** (See orange dotted line on attached floor plan.) Department Chairs will ask that their department’s candidates rise and come forward to receive their degrees. *MayLin Funkenbusch, Pedro Vallejo Ramirez, Dan Mangino, Rose Mbaye, Rebecca Everson,* and *Rebecca Everson* will lead their respective department’s graduates to the stage via the *stage right ramp*. Students will hand their card to the announcer, shake their department chair's hand, and receive their diploma from the Dean. Students will leave the stage by the *stage left ramp*, pausing for your picture to be snapped by the professional photographer from GradImages. You will return to your seats via the Left- or Right-Center aisle. Please remain standing until all students in your department have received their diplomas.

**Recessional:** (See red line on attached floor plan.) As the musicians begin to play the recessional piece, all graduates should stand at their places and remain standing until the faculty has vacated the stage. Marshals will instruct graduates to then leave their seats starting from the front with the ME, OPT/OPE, and CHE graduates. Following the last graduate of the row in front of you leave Kodak Hall by making a left and entering the long hallway at the Gibbs Street Entrance to the Eastman School of Music.

**Recess all the way to the other end of the long hallway and out the back door. Make two right turns to return to Gibbs Street and your guests. Do not congregate at the back of the Theatre or the Gibbs Street Long Hallway as it will inhibit the rest of the graduates from exiting the ceremony.**

**CONGRATULATIONS AND ENJOY YOUR DAY!!**
All graduates will recess in a double-file line via the right-center aisle while faculty will recess in one line via the far-left aisle.