

COMMENCEMENT EXERCISES – MAY 12 and 13, 2017

IMPORTANT INFORMATION FOR DEGREE CANDIDATES

WHAT TO WEAR (Academic regalia *must* be worn during the Commencement ceremony)

CLOTHING

Plan to wear lightweight clothing underneath the gown. You should wear comfortable shoes and ladies should avoid high heels. Your legs and feet show below the gown, so trousers, stockings, or long socks with dark shoes are recommended. Do not carry items such as handbags.

STOLES

If you are receiving a Bachelor's degree and are wearing a college stole try to make the points match so the stole hangs evenly. **The residential colleges provide your stoles—see your college coordinator.**

HOODS

If you are issued a hood with your gown, put the hood over your head so that the narrow velvet border shows in front of your throat and the satin lining can be folded open in back to show Rice's colors. The two sides of the hood can be fastened together in back by a cord to keep the hood from slipping off your shoulders. Look for a loop of cord hanging from the throat piece. The loop at the end should be fastened to the inside front of the gown or somewhere on your clothing so the hood will not press uncomfortably on your throat. Some gowns have a hook-and-eye closing, and the loop can be caught in the hook. Others have buttons around which the loop can be caught. If your gown has neither hooks nor buttons, you might want to use a safety pin.

HATS

The mortar board (or hat) should be worn with the point directly in front and tassel hanging on the left at all times.

RETURNS

All PhD and DMA candidates must return regalia to the bookstore by 4:00 p.m. the day of Commencement. Undergraduate and masters students have, in general, purchased their regalia and should keep it.

WHERE TO GO — FRIDAY CEREMONIES:

Advanced Degree Candidates (*Artist Diploma in Music, Masters degrees other than MBAs, and Bachelor of Architecture*) who have registered for the Advanced Degrees Convocation should assemble in Tudor Fieldhouse no later than 8:15 a.m. on Friday, May 12. The ceremony begins at 9:00 a.m.

MBA Candidates from the Jones School should attend their investiture ceremony in Tudor Fieldhouse. Students should assemble at Tudor Fieldhouse at noon. The ceremony begins at 1 p.m. on Friday, May 12.

Doctoral Degree Candidates who have registered for the Doctoral Convocation should assemble in Alice Pratt Brown Hall no later than 1 p.m. The ceremony begins at 2 p.m. on Friday, May 12.

Bachelor's Degree Candidates (*Arts, Music, Science*) should assemble in their colleges no later than 6:45 p.m. The ceremony begins in the academic quadrangle at 7:30 p.m. on Friday, May 12.

WHERE TO GO — SATURDAY MORNING:

Bachelor's Degree Candidates (*Arts, Music, Science*) should line up no later than 7:45 a.m. at their residential colleges.

All Other Degree Candidates (*Bachelor of Architecture, any Masters or Doctoral degree, the Artist Diploma in Music*) should line up no later than 7:45 a.m. in Anne and Charles Duncan Hall with their degree group.

Candidates for more than one degree will march with the group for the highest degree. These candidates should stand in place when each of their degrees are called and conferred during the Plenary Commencement ceremony.

IMPORTANT NOTES

1. Continental breakfasts will be served in each location where degree candidates are lining up.
2. Candidates will be lined up and seated by the Marshals. Please follow directions from Marshals.
3. The ceremony should last about 90 minutes. As a courtesy to the other graduates and guests, all degree recipients who march in the processional are expected to also march in the recessional.

INCLEMENT WEATHER PLAN (Undergraduate Convocation & Plenary Commencement):

1. If a ceremony moves indoors, a message will be sent via the University's bulk email system, the <https://commencement.rice.edu> webpage will be updated. The Switchboard (713-348-0000) will also be alerted. Upon notification of the move, students should make their way to Tudor Fieldhouse as quickly as possible.
2. Undergraduates should assemble in the Fox Gym, which can be accessed through the entrance marked "Youngkin Center."
3. All other degree candidates should assemble in the north hall of the Fieldhouse; enter through the main lobby and turn left.
4. **Each degree candidate should receive two (2) tickets to Plenary Commencement for family members. Participants in the Undergraduate Convocation should also receive two (2) tickets to that ceremony.** If you are an undergraduate, your college coordinator has your tickets. All other degree candidates should obtain tickets from their department coordinator. If you did not receive your inclement weather tickets, please contact your college coordinator or your department coordinator. **We suggest parents and guests bring these tickets to the ceremony in the Academic Quadrangle in case a sudden change in weather forces a ceremony indoors at the last minute. Each ticket has a unique barcode and can only be used once – there will be no re-entry.**
5. All seating in Tudor Fieldhouse is located on the second floor and is only accessible by stairs. Stude Concert Hall, in Alice Pratt Brown Hall, can accommodate ADA seating. Overflow seating for guests who cannot be accommodated in Tudor Fieldhouse will be available at other locations on campus. You should have received a map showing the locations to the indoor/remote video viewing sites.
6. Guests can also access a live broadcast of the ceremony over the internet. Please go to <http://edtech.blogs.rice.edu/live/> to view the ceremonies live.

TIPS TO PASS ALONG TO PARENTS AND GUESTS:

DINING

The Rice Coffee House and Campus Store will open at 7:00 a.m. on Saturday morning in the Student Center. The Rice Campus Store will be open following the Commencement ceremony until 4:00 p.m. For additional dining options and times, please visit <https://commencement.rice.edu/families-guests>

PHOTOGRAPHY/VIDEOGRAPHY

At the Friday ceremonies, a professional photographer will take one (1) still photograph of each diploma recipient. To help ensure that your eyes will be open in the photo, make eye contact with the university official who shakes your hand. Optional, **Complimentary Cap & Gown portraits will also be available in the Rice Memorial Center Lobby May 10 & 11 from 10 a.m. until 2 p.m., May 12 from 9 a.m. until 1 p.m. and May 13 from immediately after the ceremony until 12:30 p.m.**

A videotape of the entire ceremony will be made and will include each graduate receiving the diploma. Photographs and videotapes will be offered for sale by the vendors, who will contact all graduates a few weeks after Commencement at their permanent address on file with the Registrar. You can change that permanent address through your ESTHER account. Family members and guests will be allowed to spend a *short* time in special photo areas near the front of the quadrangle, off to the side. Please ask your guests not to block the aisles or other people's views, and to observe the directions of the Marshals and ushers.

PARKING

Entrances 1 and 2 on Main Street will close at 4:00 p.m., Friday, May 12. All vehicles must park at either (1) WEST LOT (enter through Entrance 8 on University Blvd. at Stockton or Entrance 17 on Rice Blvd. at Shepherd) or (2) NORTH LOT (enter through Entrance 20 on Rice Blvd.) The campus loop shuttle buses will be running from the West Lot. A very limited number of parking spaces have been reserved in the Lovett Lot near Cohen House for guests requiring special assistance and are given out on a first-come, first-served basis. To reserve a pass to this parking area, please call 713-348-2112 or email commencement@rice.edu. An electric cart will be available to transport those guests from the Lovett Lot to the Academic Quadrangle. Please do not park in unauthorized locations. Cars interfering with Undergraduate Convocation and Commencement will be removed.

ADA

In the academic quadrangle, special sections in front of the platform are available for those in wheelchairs and those who need a direct view of the American Sign Language interpreter. Due to the limited space in these sections, only one additional person will be allowed to join the guest needing the special seating. Reservations will not be necessary. Ushers can show guests to these special sections. All other guests should sit in the regular guest sections. If, for medical reasons, someone in your party must sit in the shade, we recommend arriving early in order to secure a seat in the section along Sewall Hall on the south side of the Academic Quadrangle. This side usually stays shady longer than the other sections. The ceremony may also be viewed on closed-circuit television in room 301 in Sewall Hall or Herzstein Amphitheater, both of which are air-conditioned. A limited number of assisted listening devices will be available on a first-come, first-served basis in Sewall Hall, Room 305 beginning at 7:45 a.m.

RESTROOMS

Restrooms will be open in the buildings surrounding the Academic Quadrangle. Restrooms for handicapped persons can be found in Sewall Hall and the Humanities Building. An additional restroom facility can be found between Sewall and Rayzor Halls. First aid facilities will also be available in Rayzor 106. Please refer to the map on the back of the Commencement program or ask the ushers for assistance.

HEAT

Umbrellas, sunscreen, and other protection from sun or rain are advisable, especially for the young and the elderly. Drinking water will be available throughout the Academic Quadrangle.

RECESSIONAL

After the plenary ceremony, graduates will march out through the Sallyport to refreshment tables in Founder's Court on the east side of Lovett Hall. You may wish to arrange to rendezvous with your guests at the table for your college or the table for the GSA.

QUESTIONS?

Please contact your college or department coordinator. If you need further assistance, please submit questions via e-mail to commencement@rice.edu or visit the Rice website, <https://commencement.rice.edu> for answers to frequently asked questions.