

## Spring 2024 English Graduate Recognition Ceremony FAQs:

Friday, May 10, 2024 ♦ Muenzinger Auditorium

9:30am Recognition Ceremony ♦ Reception to follow

**How long is the ceremony?** *Approximately 2 hours. Ceremony length is dependent on the number of students who choose to participate.*

**Do I need to RSVP? How many guests can I invite? Will they need tickets?** *Please RSVP on the Google form previously sent. Space is limited and five guests per graduate are allowed. This is not a ticketed event.*

**What/where is the Muenzinger Auditorium?** *It is an indoor auditorium located on the ground floor of the Muenzinger building which is next to Folsom stadium. See map on next page.*

[Campus Map](#)

[Commencement parking and shuttle information](#)

**What should I wear?** *That's up to you. Many students choose to wear a cap and gown (regalia), but it is not required for students participating in the English department's recognition ceremony. Participants in the university commencement ceremony at Folsom Field must wear traditional CU academic regalia.*

Please visit [this page of the university's graduation website](#) for regalia information.

**What if there is inclement weather?** *The indoor ceremony will not be impacted. However, please be prepared for the outdoor reception located in the Muenzinger courtyard, above the auditorium.*

**I'm not technically graduating in spring 2024, can I still walk in the spring ceremony?** *English students (undergraduate and graduate) graduating in fall 2023, spring 2024 or summer 2024 are all encouraged to participate in our departmental recognition ceremony.*

**Will my name be printed in the department's program?** *We print the names of all fall 2023 graduates (English Literature & Creative Writing majors, MA, MFA and PHD students) and all students who apply to graduate in spring 2024 or summer 2024 (via Buff Portal) by the university's stated deadline for getting your name printed in the program.*

Visit [the Office of the Registrar's website](#) for graduation application information and deadlines.

### How does the ceremony work?

1. **Check-in 8am - 8:30AM:** *All graduates must check-in between 8 and 8:30am at the table located in the lobby area of the auditorium. To walk across the stage and have your name announced, you must visit the check-in table to fill out an info card with your name and your degree(s)/major(s). **Keep the card with you.***
2. **Reception after the ceremony:** *Join us for light refreshments at Muenzinger courtyard located by Foolish Craig's.*
3. **Line up by 8:45am:** *Line up under the sign that corresponds with your degree (Honors, Undergraduate, MA, MFA, PHD, etc.) posted in the hallway between HLMS 101 and HLMS 124. At 9:00am, English faculty will lead the processional through the door at the back of the theatre, marching down to the reserved seats at the front of the theatre.*
4. **Cross the stage:** *When the individual recognition portion of the ceremony begins, a staff member will direct your row to rise and approach the stage. As you proceed across the stage, please hand your card to the designated Associate Chair so that they can read out your name and degree(s). Staff will direct you back to your seat where you'll remain until the ceremony ends.*

**Questions about parking, diplomas, cap and gown rentals, special accommodations, etc.? Questions about the university ceremony?** *Visit the university's commencement site and FAQ's linked below.*

[University Commencement General Information](#)

[University Commencement FAQs](#)

**Still have questions about the English ceremony?** Contact [engldept@colorado.edu](mailto:engldept@colorado.edu) or 303-492-7381.