

Instructions for Attending the History Department Commencement

Date: Friday, May 10th, 2024

Time: 2:00 p.m.

Place: Muenzinger Auditorium E050 <https://www.colorado.edu/map/?id=336#!m/193937>

URL for department ceremony information: <https://www.colorado.edu/history/commencement>

Due to the limited seating capacity of the venue, please try to restrict the maximum number of guests you bring to 5. If you would like to bring additional guests, please contact us in advance and we will try to accommodate your request once RSVPs are in.

Please do not arrive more than 30 minutes early, as there is another event preceding ours and staff may still be resetting the venue.

Muenzinger Auditorium is ADA-accessible from the east ground-level entrance near the Stadium Plaza. If you have ADA accessibility needs, please fill out the accommodation request form linked below and return it to the department at least a week prior to the event. (<https://www.colorado.edu/history/content/ada-accommodation-request-form>)

Parking on-campus, including at parking meters and pay station lots, is on a space-available basis and will be free on Commencement and Recognition Ceremonies days. Guests who need ADA Accessible parking may park in lots 204, 346, 359, 360, 380, and 440 West. For more detailed information about parking & shuttles for commencement, see: <https://www.colorado.edu/commencement/spring-ceremony/parking-shuttle-information>

You are encouraged to wear regalia* (a.k.a. cap and gown) but it is not required.

When you arrive for the event, please do the following:

- ❖ Ask your guests to seat themselves anywhere in the auditorium which is not marked off for graduating student seating. There is limited wheelchair-accessible seating on the north (right) side of the auditorium in the rear, and if that fills up we should be able to seat additional guests on the 'stage' level but will need to guide them on how to access it, as the building can be a little confusing.
- ❖ Check in and pick up your name tag & the card showing your graduation information at the table on the south (left) side of Muenzinger auditorium. If people often mispronounce your name, please note how the pronunciation on the card is pronounced, and if you don't want part of your name used, mark through that section. Add double-degrees (not double majors) if you are receiving one. Put on your nametag and hold onto your card to give to the presenter at the podium.
- ❖ Line up in the south corridor outside the auditorium using your name tags to determine alphabetical order, with PhD students at the head of the line, followed by MAs, then BAs, then Minors. Once lined up, you may remove your nametag before you enter the venue so you will be more photogenic. *(Be kind to the custodians – we'll put a trash receptacle near the entrance to the auditorium, so please don't drop your tag on the floor or stick it to a wall, as they can be difficult to remove.)*
- ❖ History staff will signal when it is time for students to proceed into the auditorium. You will walk down the steps along the south wall and take seats in the reserved section. Please let us know in advance if you cannot walk down stairs and need an accommodation. After the Chair's Remarks and the awarding of prizes, you will be instructed to proceed to the podium where you hand your information card to the presenter so that you can be announced, and you can receive your diploma cover. When you file off stage go behind the presenter and return to the reserved section on the west side of the theater until the ceremony is over. Graduating students should monitor their official CU email on the day of the ceremony for any announcements regarding delays or changes.

The ceremony itself will last approximately one hour, followed by a reception on the Muenzinger Upper Patio.

* Information on how to obtain regalia is available from the Commencement Office. The phone number is (303) 492-7205 and their website is located at: <http://www.colorado.edu/commencement/spring-ceremony>

Please comply with current Public Health guidelines: <https://www.colorado.edu/covid-19>

Participation in commencement is not a guarantee of graduation. Official graduation is not confirmed for several weeks following the ceremony and may be affected by course performance and other factors. Upon successful completion of all college and major requirements your actual diploma will arrive via surface mail 2-3 months after graduation.