You and your family are cordially invited to a ceremony honoring the May and August 2019 graduates of the Department of Psychology & Neuroscience. This department recognition ceremony will be held in the Events Center on Friday, May 10 at 2:00pm. (Information on the CU university-wide ceremony can be found at http://www.colorado.edu/commencement/spring-ceremony)

We will be holding a reception with light refreshments in the Upper Gym following the ceremony. This will provide students the opportunity to mingle with friends and to introduce their parents to faculty.

Please read this email carefully for all relevant information.

You are receiving this email because you have applied for graduation in either May or August of 2019.

Tickets are not required for this event.

Parking and seating: There will be parking attendants who will direct you to the lot at the Events Center. Carpooling is recommended as it will alleviate some of the delay in both entering and exiting the parking lot. If you or any of your guests requires special accommodations (wheelchairs, hearing-impaired translator, other reserved seating needs, etc.) please let me know by Friday, May 3rd. The University of Colorado Boulder is committed to providing equal access to individuals with disabilities. If you are planning to attend this event and require accommodations, please contact Lily Welch (email: lily.welch@colorado.edu; phone: 303-492-7358) no later than 7 days before the event. We will make all reasonable efforts to fulfill requests submitted after the deadline.

**VERY IMPORTANT:** The Clear Bag Policy will be enforced at the Events Center as well as in Folsom Field for the university ceremony. Here is the link for the Clear Bag Policy http://www.colorado.edu/commencement/spring-ceremony/folsom-field-information. PLEASE SHARE THIS INFORMATION WITH YOUR GUESTS as the security staff at the Event Center will be checking each and every person who enters. Anyone who does not adhere to the Clear Bag Policy will have to return to their vehicle to drop off items that violate the policy.

Graduates: please do not arrive any later than 1:30pm. Because this is an academic ceremony, academic regalia is required and can be purchased in the University Book Store in the weeks leading up to the event. The tassel is worn on the RIGHT side of your cap prior to walking across the stage. You will be instructed to move the tassel to the left during the ceremony. More information on what to expect when you enter the Events Center follows later in this email.

Doors open at **1:00pm** for guests.

Graduates should arrive between 1:15pm and 1:30pm. Staff will assist during this time to help graduates line up alphabetically. Please note: there are stairs leading up to the stage. If you are unable to climb stairs, please contact me so that an alternate stage entrance can be arranged.

Processional will begin promptly at 2:00pm. The ceremony lasts approximately 2 hours and it is expected that graduates remain for the duration and that family stay seated when possible.

Honors Graduates: For those of you who completed honors theses, you will be recognized as part of the ceremony.

Professional photographs will be taken by GradImages before and after you walk across the stage. There is a discount coupon for photographs at the end of this email.

If you have any questions please contact me at: lily.welch@colorado.edu or 303-492-7358.

What to expect when you arrive at the Events Center:

1. Please arrive between 1:15 and 1:30.

2. Upon arrival, you will take the stairs or the elevators from the Main Concourse, down to the lower level of the Events Center, where the stage is located. You will go BEHIND the stage where you will see staff lining students up.

3. Students will be lined up alphabetically, by last name. Look for staff holding signs and please line up behind
them.

4. There is no area to keep purses or valuables, so please leave those with your guests prior to coming down to the line-up area. Please see the Clear Bag Policy above.

5. A staff member will be walking around handing out name cards. This card is what you will hand to the MC, Dr. Tina Pittman-Wagers, just before you walk across the stage. Be careful to write legibly. If you have a difficult name to pronounce, please phonetically spell your name exactly how it sounds to assist Dr. Pittman-Wagers. Here is an example of how to phonetically spell your name:

   - Leslie Costanzo: cö stan zö
   - Raul Gonzalez: rah-OOL gon-SAH-les
   - Ngoc Nguyen: nahk nuhWEN or sounds like “knock” “WIN”

The entire ceremony will be streamed on that scoreboard and livestreamed at Buffs.me/buffslive.

If you have any questions, please contact me at: lily.welch@colorado.edu or 303-492-7358.

We hope to see you there!