Master of Science Programs Commencement Details
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Details for students:

- **WHEN**: Friday, May 18
- **WHERE**: LBJ Auditorium
- **PARKING**: Suggested parking at Manor Garage, but all parking garages are available (surface lots by permit only). Please note you cannot park in Lot 38, which is reserved for LBJ Library guests.
- **STUDENT ARRIVAL TIME**: 10:30am, please do not be any later than 11am.
- **WHEN YOU GET THERE**: If you come in through the auditorium entrance, please go upstairs to the first floor level (same level as the parking lot). There will be signage directing you to the staging area (classrooms 3.122 & 3.124 – these are not on the 3rd floor) where you can get ready.
- **WHAT TO WEAR**: You must wear the Master’s Regalia (gown, hood, cap and tassel). You cannot wear undergraduate regalia. Please wear make sure you wear appropriate attire under your Regalia, i.e. dressy casual/business casual. Regalia must be purchased by May 6. If you have any questions about Graduate Regalia, please see Allison Wilden.
- **COMMENCEMENT SPEAKER**: Ed Tonkon, President, Zebra Retail Solutions
- **PERSONAL BELONGINGS**: Please try to limit the number of personal items you bring with you. You cannot leave anything behind in the staging areas where you get ready. You will either need to pass your belongings off to a family member prior to lining up at 11:30am or carry them into graduation with you.
- **SNACKS**: We will have light snacks and beverages for you in the staging areas.
- **PROCESSIONAL**: We will provide cards with your name on them in the staging area for that you will need to hold on to throughout the ceremony. At 11:30am we will line up in alphabetical order (cards will be numbered) prior to walking down to the auditorium. When you prepare to cross the stage, you will hand the card to a MSPO staff who will then hand it to your director to read your name as you walk across the stage.
  - **NAME PRONUNCIATION**: If you are concerned about how your first and last name will be pronounced during commencement OR If you prefer the use of a nick-name rather than your given name, please tell us here by May 4.
- **RSVP**: If you have not submitted your RSVP for commencement and the reception, please do so TODAY. If you are unsure how many guests you’ll have, just estimate.
- **AFTER COMMENCEMENT CEREMONY**: You will process out the same way you came in, and then go with your programs to take photos outside by the fountain. You may meet up with your family and guests after we are done with the photos.
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Details for Parents, families and guests:

- **WHEN:** Friday, May 18, 12pm, lobby doors open at 10:30am, auditorium doors open at 11:45am
- **WHERE:** LBJ Auditorium
- **PARKING:** Suggested parking at Manor Garage, but all parking garages are available (surface lots by permit only). Please see attached map that you can provide to your families and guests. Please note, you cannot park in Lot 38, which is reserved for LBJ Library guests.
- **BEFORE COMMENCEMENT:** There will be light snacks and beverages for families outside of the auditorium.
- **DISABILITY SERVICES:** If a family member requires special accommodation, please let Allison Wilden know in the RSVP survey or by email no later than May 4. There is wheelchair accessible seating in the back of the auditorium.
- **RECEPTION:** Immediately following commencement (at 1:30pm) we will have a reception at DKR Touchdown Club (8th floor). Volunteers and signage will help direct guests where to go. There will be heavy hors d’oeuvres and beverages, with vegetarian, vegan and gluten free options.
- **LIVE STREAM:** For family members and guests who cannot attend graduation, we will live stream the ceremony on our website. The link will be posted under the graduation information section.

All graduation information for family and friends can be found on our [website](#).
COMMENCEMENT AGENDA:
10:30AM: Students meet in classroom/dressing rooms
11:30AM: Dean, faculty & directors arrive. Students line up with marshals
11:45AM: Family and guests find seating, prelude music plays
11:50AM: Dean, faculty & directors organize to enter stage
12:00PM: Dean, faculty, and directors enter stage
After faculty entrance, Students process in
1:30PM: Commencement Ceremony concludes
Program photos taken outside by fountain
Families and graduates walk over to DKR for reception
4:00PM: Reception concludes