ARRIVAL, ASSEMBLY, AND LINE-UP
Gammage Auditorium will be open at 7:00 p.m. for graduates and guests. **All graduates must arrive by 7:00 pm.** Guests will enter Gammage Auditorium from the east main entrance. Graduates will enter from the north docking doors (down the drive ramp), check-in at the registration table, pick up your bio/photo cards, and assemble in the waiting area. Check bio cards for accuracy. Be prepared to lineup at 7:40 p.m. The line-up order is as follows: royalty, faculty, platform guests, doctoral, masters and undergraduate students.

CONVOCATION CEREMONY
The Ceremony will begin promptly at 8:00 p.m. with a formal processional. The ceremony will last approximately 90 minutes. During the processional, Convocation staff/volunteers will guide you across the stage and to your seating area. The front rows are reserved for graduates and VIP guests. Convocation staff/volunteers will also guide you to the stage during the presentation of graduates and guide you to exit during the recessional. Following the ceremony, we ask that all guests remain seated until all graduates have left the floor.

TICKETS
Due to the location, this is a ticketed event. All seats are assigned and a ticket is required for each guest (including children) attending the ceremony. Graduates will receive the number of guests confirmed to attend the Convocation. **Distribution of tickets will be made by sending your list of guests who will actually attend.** Additional tickets may be available on a first come, first serve basis at the door. Tickets are free of charge. Graduates are responsible for distributing tickets to their guests.

CLEAR BAG POLICY
There is a clear bag policy for ceremonies held in Gammage Auditorium and Wells Fargo Arena. To enhance public safety and make stadium access more efficient, Sun Devil Athletics adopted a Clear Bag Policy. You may bring in one (1) clear bag no larger than 12" x 6" x 12" or a 1-gallon plastic storage bag. There is a limit to one clear bag per person, along with a small clutch or purse for privacy. Please refer to the link for approved bags and additional information [http://www.thesundevils.com/news/2016/7/26/tickets-clear-bag-policy.aspx?ga=2.76046485.1207994435.1509549382-1889964488.1509549376](http://www.thesundevils.com/news/2016/7/26/tickets-clear-bag-policy.aspx?ga=2.76046485.1207994435.1509549382-1889964488.1509549376)

ATTIRE
All graduates must wear an official ASU cap and gown as required by the University for all commencement and convocation ceremonies. Master and doctoral level graduates a hood is also required. These items can be purchased at the ASU Bookstore. Traditional attire may be worn under your gown but the cap and gown must
be worn at all times. More information and videos can be found using the following link https://graduation.asu.edu/graduates/dressing

RECOGNITION
The ‘Presentation of Graduates’ is the most important part of the ceremony. Graduates will walk across the stage to receive their recognition. Convocation staff/volunteers will guide you to the stage. They will take your bio and name cards in the order you line-up. Your name card will be scanned and your information and photo will appear on the screen overhead. As you walk across the stage; shake hands, pose for a photo, and return to your seat. Maintain the same position in the line-up, processional, and while seated. As a special recognition and honor, you will receive a traditional graduation stole/sash made from a Pendleton blanket. There are special recognition for various achievements and you will be notified if you are receiving a special award.

PARKING
Free parking is available in Lot 3 surrounding Gammage Auditorium. Graduates or guests who require closer access may be dropped off at the front entrance of ASU Gammage.

- Parking is not allowed in residence hall lots, reserved stalls and other restricted locations where special permits are required, including red, green and yellow curbs.
- Regular fees will be collected at meters and visitor lots, including the visitor parking areas within the Apache Boulevard, Fulton Center and Rural Road structures.
- PTS representatives will be on hand to provide motorist assistance for dead batteries and lockouts. Please call 480.965.0641 if you need this service.

PHOTOGRAPHS
GradTrak is the professional photography service. Photographers will take at least two photos of each graduate, one as they receive their award and one as they step off the stage. Remember to follow instructions given by the photographer in order to keep the program flowing. GradTrak will contact you with information on how to purchase photos.

UNIVERSITY COMMENCEMENT
The Graduate Commencement will be held on Monday, Dec. 11, 2017, 1:30 p.m. at Wells Fargo Arena. The Undergraduate Commencement will be held on Monday, Dec. 11, 2017, 9:00 a.m., at Wells Fargo Arena. Details are available at https://graduation.asu.edu/.

DONATE YOUR CAP & GOWN
You may donate your cap and gown after the Convocation for future graduates to use. Drop them off at the American Indian Student Support Services office any time after the ceremony and throughout the year. This is not mandatory but a great way to give back to your community and your fellow peers who may be unable to purchase their own cap and gown.

QUESTIONS
Contact Michael Begaye, Director of American Indian Student Support Services, at aissconvocation@asu.edu or call 480-965-6280.