

April 4, 2017

Dear Lerner College Graduates, Family and Friends:

On behalf of the faculty and staff of the Alfred Lerner College of Business and Economics, let me congratulate our graduates in advance for the completion of their studies at the University of Delaware. I hope this letter and the enclosed information will provide you with all of the information you need to plan your special day.

The University Commencement Ceremony will take place at 9:00 a.m. on Saturday, May 27, 2017 at the University of Delaware Stadium.

Gates will open at 7:00 a.m. Graduates should plan to arrive no later than 7:30 a.m. Their guests should plan to arrive no later than 8:00 a.m. Please view the Commencement website designed by the Office of the Vice President and University Secretary at <http://www.udel.edu/commencement>. This website will include information regarding the Commencement ceremony, academic regalia, senior portraits, graduation announcements, etc.

The Alfred Lerner College of Business and Economics will hold two Convocation programs on Saturday, May 27, 2017 at the Bob Carpenter Sports/Convocation Center located next to the University of Delaware Stadium. Convocation gives us an opportunity to recognize our graduates in a more personal way by acknowledging each of them individually. The Convocation program for graduates with majors in:

- Entrepreneurship and Technology Innovation, Hospitality Industry Management, Hotel, Restaurant and Institutional Management, International Business Studies, Management, Marketing, Operations Management, and Sport Management will be held at 12:30 p.m.
- Accounting, Economics, Finance, Financial Planning, and Management Information Systems will be held at 3:30 p.m.

Graduates with double majors and their guests may attend either or both programs.

Tickets are not required for Commencement or Convocation Ceremonies.

If you have any additional questions after reviewing the enclosed information, please contact the Office of Undergraduate Advising & Career Services at (302) 831-4369.

I look forward to seeing you at the University Commencement Ceremony and the College Convocations.

Sincerely,



Bruce W. Weber

Dean

Alfred Lerner College of Business & Economics

INFORMATION FOR GRADUATES

Graduation Check-list

Please review the “prepare for graduation” check-list.

Convocation Programs

You must arrive in the Bob Carpenter Sports/Convocation Center corridor areas to assemble **no later than 11:30 a.m. if attending the first program and no later than 2:30 p.m. if attending the second program**. The University Commencement ceremony immediately precedes our first College program. Procession of the graduates will start at approximately 12:25 p.m. so we can begin our first Convocation program at 12:30 p.m. or as close to that time as possible. For graduates attending the 3:30 p.m. ceremony, procession of the graduates will begin at approximately 3:25 p.m.

- Convocation is a dignified occasion and academic regalia are **required**. Please conduct yourself in a manner that is respectful of your fellow graduates and their guests. Plan to attend the entire Convocation program. Each program will last approximately one hour and thirty minutes.
- No pets allowed with the exception of service animals.
- Concessions will be available for purchase both outside of the Bob Carpenter Sports/Convocation Center during the first program and on the second level of the Bob Carpenter Sports/Convocation Center for both programs; however, no food or drink is permitted on the arena floor.
- Line-up will be in the following corridors of the Bob Carpenter Sports/Convocation Center:
 - 12:30 p.m. program:**
 - Entrepreneurship and Technology Innovation, Hospitality Industry Management, Hotel, Restaurant and Institutional Management, International Business Studies, Operations Management and Sport Management majors will line up in the corridor to the left as you enter the front lobby of the Bob Carpenter Sports/Convocation Center.
 - Management and Marketing majors will line up in the corridor to the right of the trophy cases as you enter the front lobby of the Bob Carpenter Sports/Convocation Center.
 - *Double majors may choose either major for line-up.*
 - 3:30 p.m. program:**
 - Accounting and Economics majors will line up in the corridor to the left as you enter the front lobby of the Bob Carpenter Sports/Convocation Center.
 - Finance, Financial Planning and Management Information Systems majors will line up in the corridor to the right of the trophy cases as you enter the front lobby of the Bob Carpenter Sports/Convocation Center.
 - *Double majors may choose either major for line-up.*
- While waiting in the corridors, form a single line, keeping in mind that you will be seated with those in front of and behind you.
- Faculty marshals will seat graduates one row at a time.
- Once seated, complete the index card on your seat including a permanent mailing address and the Career Services Center Placement Survey. If your name is often mispronounced, please write it phonetically on the card. These will be collected as you approach the stage to be recognized.

- Marshals will lead graduates to and from the stage.
- An official photographer from GradImages will be taking your picture both on and off stage. You will be contacted directly by GradImages with ordering information approximately 48 hours following the ceremony. For additional information, please visit www.gradimages.com.
- After you are recognized, please return to your seat until the conclusion of the program.
- **If you attend the first Convocation program, please arrange to meet your family and friends outside of the building immediately following the conclusion of the program. Our second Convocation program immediately follows and we would very much appreciate your cooperation in leaving the Bob Carpenter Sports/Convocation Center promptly.**

INFORMATION FOR FAMILY AND FRIENDS

Guests are encouraged to arrive at the Bob Carpenter Sports/Convocation Center **no later than 12:15 p.m. for the first program and 3:15 p.m. for the second program.** Procession of the graduates will start at approximately 12:25 p.m. so we can begin our first Convocation program at 12:30 p.m. or as close to that time as possible. If you will be attending the first Convocation program, please make every effort to be at the Bob Carpenter Sports/Convocation Center immediately following the Commencement ceremony. For graduates and families of graduates attending the 3:30 p.m. ceremony, procession of the graduates will begin at approximately 3:25 p.m.

- Convocation is a dignified occasion. Please conduct yourself in a manner that is respectful of the graduates and your fellow guests. Plan to attend the entire Convocation program. Each program will last approximately one hour and thirty minutes.
- As you enter, please proceed through the lobby to the stairs on your left, which lead to the upper level. There is an elevator to the right of the stairs for your use. Those persons with disabilities or the elderly and three of their guests may enter on the ground level through the arena doors to the left of the trophy cases off of the main lobby. Special seating will be provided. You may contact Kim Ragan, ragank@udel.edu, for more information.
- We suggest that you sit in a section of the arena closest to your graduate's seating area. Please visit <http://www.udel.edu/commencement> and scroll down to the Convocations section to view the seating charts.
- Concessions will be available for purchase both outside of the Bob Carpenter Sports/Convocation Center during the first program and on the second level of the Bob Carpenter Sports/Convocation Center for both programs.
- No pets allowed with the exception of service animals.
- An official photographer from GradImages will photograph each graduate. You will be contacted directly by GradImages with ordering information approximately 48 hours following the ceremony. For additional information, please visit www.gradimages.com.
- **If you attend the first Convocation program, please arrange to meet your graduate outside of the building immediately following the conclusion of the program. Our second Convocation program immediately follows and we would very much appreciate your cooperation in leaving the Bob Carpenter Sports/Convocation Center promptly.**
- If you are unable to attend the Commencement and/or College programs, please visit <http://www.ums.udel.edu/udlive> to view the ceremony live on the UDLive website.