



School of Hospitality Administration Convocation
Saturday, May 19, 2018
10:00 AM

Congratulations on your graduation from Boston University School of Hospitality Administration.
We know you will enjoy your special day!

SHA CONVOCATION INSTRUCTIONS - *Please read carefully.*

The instructions that follow will ensure that the convocation ceremony proceeds smoothly.

1. The School of Hospitality Administration Convocation will be held in Metcalf Hall at the George Sherman Union – 775 Commonwealth Avenue, 2nd floor.
2. The ceremony will begin promptly at 10:00 a.m. Graduates must assemble in the Ziskind Lounge (next to Metcalf Hall) by 9:15 a.m. There will be assistants on hand to direct you to the proper location.
3. Inform your family and guests to immediately take their seats in Metcalf Hall upon arrival to the George Sherman Union.
4. ***VERY IMPORTANT:*** In the **Ziskind Lounge** you will immediately pick up your blue NAME CARD at the check-in table located in the *Conference Auditorium*. Please hold on to this important card as the number in the upper right corner will assist you when you line up for the procession. Also, you will give the **blue card** to a SHA professor to announce your name on stage when you receive your diploma from the dean. Please proofread the card to be sure that your name is printed the way that you want it stated as you cross the stage. **DO NOT LOSE YOUR CARD.**
5. Once you have your numbered name card, please take a seat in the auditorium that is labeled with the same number that is written on your card. **You must be seated in the Conference Auditorium by 9:40 am.**

6. At 9:55 a.m. the Pomp and Circumstance processional music will begin in Metcalf Hall. You will be led by marshals from the Ziskind Lounge to the seats designated for graduates in front of the stage inside Metcalf Hall. When all of the graduates have reached a chair, Dean Upneja will step to the podium and ask everyone to be seated. Please remain standing until Dean Upneja asks you to sit.
7. The diploma ceremony will begin after the introductory remarks, speeches, and award presentations. The Dean and faculty members will present each degree.
8. A marshal will stand at each row to indicate when you should begin walking to the stage to receive your diploma. It is very important for you to have your blue name card with you at this time. You will be lead to the left side of the stage to walk up the stairs, give your blue card to the SHA professor, and begin walking across the stage to receive your diploma from the dean at center stage. Please wait at the stairs until you are told to begin your walk up to the SHA professor.

TO ALL DEGREE CANDIDATES: After you receive your diploma, return to the row of seats indicated by the marshal and be seated. Please remain seated until the ceremony is over. There will be a recessional and all graduates are expected to exit together.

9. During the ceremony you will be handed your diploma inside a red diploma envelope. If you do not have a diploma it could be for one of a number of reasons. Talk with Abby Raspallo, SHA's Director of Academic Services, about your academic standing.
10. **DISABLED STUDENTS OR GUESTS:** If special seating is needed for the diploma convocation, please call 617/353-3261 a week in advance of the ceremony for assistance. For questions concerning special seating for the morning ceremony at Nickerson Field on Sunday, call Disability Services at 617/353-3658.
11. **PHOTOGRAPHS:** Please inform your guests that photographs are **NOT** allowed to be taken at the platform or in the aisles during the ceremony. The School of Hospitality Administration will use the services of Commencement Photos, Inc. They will take a photograph of each degree recipient as they receive their diploma from the dean. You will receive information from them shortly after the ceremony.
12. **BU PRODUCTIONS:** A copy of SHA's ceremony will be available for purchase through the Commencement website at a price of \$25 per DVD. See Commencement website for details.

RECESSIONAL INSTRUCTIONS: When Dean Upneja makes his concluding remarks, the Pomp and Circumstance music will indicate that the recessional is about to begin. Please stand but remain at your chair in the graduate seating area until Dean Upneja has led the ceremony participants off stage and down the center aisle of the guest seating area. Marshals will direct graduates to follow. The ceremony will then be officially over and our reception will begin immediately in the Ziskind Lounge. The reception will end by 1:30 p.m.

If you have any questions, please email Meg Andrews meg@bu.edu. Thank you for your cooperation.