

SCHOOL OF NURSING CONVOCATION INFORMATION FOR FACULTY

The School of Nursing Convocation and Awards Ceremony honoring undergraduate, certificate, and graduate students will take place at **9:30 a.m. on Friday, June 12, 2009** at Meany Hall.

PRIOR TO CONVOCATION

Confirm with DNP and PhD advisees that they will be participating in the Convocation ceremony.

Please contact Erica Winberry at keridwen@u.washington.edu or 206-221-2418 to let her know you will be participating in the ceremony. Orders for regalia are now placed online through the UW's Commencement site: <https://www.applyweb.com/apply/uwfact/>. **Orders must be placed by May 2, 2009.** Any questions or concerns about the regalia orders should be directed to the Office of Ceremonies (206-543-2592, ceremony@u.washington.edu).

Regalia should be picked up at the HUB room 110 between June 3 and June 6, 12:00 p.m. – 6:00 p.m. **Please inspect your regalia when you pick it up!** If it does not fit or anything is missing, please contact the Office of Ceremonies **immediately**.

If you anticipate any guest in a wheelchair or who may need other disability accommodations, please contact Stephanie Kirschner at 206-616-5066 or at stann@u.washington.edu AND the UW Disability Services Office, 4045 Brooklyn Ave NE, 206-543-6450.

CONVOCATION DAY

Faculty and Dean's Party arrive at the Meany Studio Theater (outside stairs/east side of Meany Theater) at 9:00 a.m. Plan to arrive in academic apparel since there will be no dressing rooms available. To find the Studio Theater, head to the left as you face the main theater doors. No one but graduates and faculty will be allowed in the Studio Theater. The main doors to Meany Theater will also open at 9:00 a.m. for family and friends. The processional will begin at 9:30 a.m.

The faculty will stand on the stairs to the left entrance of the theater and clap as graduates pass through to enter the Theater. Faculty members enter two by two in the processional after the graduates. Dean Salmon will proceed to the stage last – after faculty members have ascended the stage – and will proceed directly to the podium. Faculty members remain standing until the dean states, "You may be seated." If your DNP or PhD advisee is graduating, plan to be a part of the Dean's party and step to the front of the stage as the graduate's name and dissertation title are announced.

Faculty members leave the stage first during the recessional. Following the ceremony, light refreshments will be served in the Meany Theater lobby from 11:00 until 11:30 a.m.

AFTER CONVOCATION DAY

If you are renting your academic apparel for Convocation and/or UW Commencement, you must return your regalia to the HUB room 108 anytime between June 12 and June 15 from 9:00 a.m. – 6:00 p.m. (12:00 p.m. – 5:00 p.m. on June 14).

DO NOT RETURN REGALIA TO ACADEMIC SERVICES.