



Class of 2020 Convocation Instructions

Dear Class of 2020 Graduate,

Thank you for registering for the CAPLA Class of 2020 Convocation on Sunday, November 7, at the Health Sciences Innovation Building. We'll have a full house and we couldn't be more excited to celebrate you with fellow students, faculty, staff, friends and family!

This email contains important information—please read it thoroughly. If you have any additional questions, please contact Simmons Buntin at sbuntin@arizona.edu or 520-241-7390.

Face masks are required for all attendees!

Accessibility and Captioning - **IMPORTANT**

- Please reply to this email ASAP if:
 - You are not able to walk up stairs or otherwise need accessibility accommodations. The stage has steps up and then a ramp down.
 - You or your guests are deaf or hard of hearing and need captioning on the slides.

Where: Health Science Innovation Building
1670 E. Drachman St ([view map](#))

Parking: Lot west of the building (Lot 2012) is free on Sunday.
Both you and your guests can park in this lot.

Time: Please arrive at **8:45 a.m.** and look for the registration desk (and Ileyn Godoy) on the west side of the building.

The ceremony will not begin until 10 a.m., but we need to get everyone checked in.

Line up for the procession at 9:40 a.m.

Doors will open for guests at 9 a.m. (building will be open if they arrive with you). Guests should enter the building on the east side.

What to Wear

- You may wear regalia or formal business attire.
- Faculty will predominantly be in regalia.

- [Undergraduate regalia may be ordered from the UArizona BookStores here.](#)
- [Graduate regalia may be ordered from the UArizona BookStores here.](#)
 - Graduate students will be hooded on stage by the program chair or other faculty representative if they bring a hood.
 - Graduate students who would like to [rent regalia from the Graduate and Professional Student Council may do so here.](#)

The Ceremony

- When you check in, you will be handed a card with your name and slide number, and will be asked to write out the phonetic spelling (pronunciation) of your name for the name reader (if necessary).
- As you line up prior to the official start of the ceremony, graduating students will be placed in alphabetical order by program and then by last name. You must remain in that order as you process, sit and walk across the stage. CAPLA staff will guide you.
 - Any change in order will result in the wrong slide being shown as you cross the stage.
- At 10 a.m., the dean, guest speaker, and faculty will process in from the west side of the building. Graduates will follow. You will be guided by CAPLA staff.
- The dean, guest speaker, and faculty will sit on the stage, facing the audience.
- Graduate students will sit in the row closest to the stage, facing the stage.
- Undergraduate students will sit in the next two rows, facing the stage.
- These first three rows will be reserved (and marked accordingly), and CAPLA staff will direct you before, during and after the ceremony.
- At the appropriate time—after brief speeches by the dean, guest speaker, and student representatives—the emcee (Robert Miller) will ask you to stand and proceed to your right (west) where you will line up in preparation for walking across the stage. CAPLA staff will guide you.
- You will present your name card to the name reader (Dr. Kristina Currans) once you reach her, and as she reads your name, you will walk across the stage to the dean, school directors, and speaker to have your photograph taken.
 - Graduate students will walk to the riser in the center of the stage first, where your program chair or faculty representative will hood you (if you have a hood). Carry your hood on your arm as you walk across and then hand it to the faculty member on the riser. Stand in front of the riser facing the audience for your hooding. Then walk over to the dean, et al.
- You will then walk down the ramp and back to your seat.
- At the end of the ceremony, the dean, guest speaker and faculty will process off the stage, down the ramp and out the east door. You will then follow them out by row, first the graduate students and then undergraduate students. (We will make an announcement and post a slide asking audience members to remain seated as you exit.)
- There will be a 10-minute (or so) pause between the end of the ceremony and the beginning of the reception to raise the projector screen and glass doors. Your guests will be invited to join you on the east patio until then.

Other Event Details

- **Face masks are required for all attendees!**
- Please do not bring alcohol. Bottled water will be provided.
- Leave any bags, purses, etc., in your car or with your guests.
- Guests will be asked not to leave their seats to take your photograph during the ceremony.
- The event will be livestreamed at capla.arizona.edu/2020live
- The event will also be recorded and made available upon request.
- A link to download photographs will be made available a few weeks after the ceremony, once provided by the photographer.

Stoles, Honor Chords and Class Gifts

- We are providing CAPLA stoles for those who signed up.
- We are providing honors chords for undergraduate students who qualify.
- Stoles and chords, as well as your class gift, may be picked up when you check-in.
- You may alternatively pick up your stole, chord and/or class gift on Friday, November 5, from 9:30-11:30 a.m. or 2-5 p.m. in the Student and Alumni Center at CAPLA. Call or text Simmons Buntin at 520-241-7390 when you arrive.

Additional Guests

- We have been able to accommodate all requests for extra guests, and can accommodate a few more additional guest requests, within reason. Please submit any additional requests to Simmons Buntin via email at sbuntin@arizona.edu.
- Please note that we will be at full capacity, and social distancing for seating will not be possible.
- Areas for those in wheelchairs or unable to climb stairs for seating are available and will be reserved. (There is also an elevator for the level area behind the seats.)

In addition to Convocation, we hope you will join us at the CAPLA Homecoming Reception on Friday, November 5, from 5-7 p.m. in the Sundt Gallery, and at the 58 Society After Event from 7:30-9:30 p.m. at Ten55 Brewing Company. View details at capla.arizona.edu/homecoming.

Thanks again, and we look forward to seeing you soon!

Kay Olsen Brown
Director of Alumni Relations and Community Engagement

Simmons Buntin
Director of Marketing and Communications