This program is sponsored by the College of Business in honor of all graduating business students and their families. It is intended to supplement, not replace General Commencement. It is a more personal program where students march in and are seated with fellow majors and have an opportunity to introduce family and friends to professors and classmates. You will be called by name to walk across stage and shake hands with the Department Head and the Dean.

*Undergraduate* business students wear purple gowns with purple and gold tassels. Wear cap and gown. Please wear proper attire under gowns. Tassels should be draped RIGHT for photography purposes.

*Graduate* students (MBA, MSA and BSA/MSA) wear black gowns with drab (tan) hoods and tassels. Wear cap and gown and bring hood. **DO NOT WEAR YOUR HOOD.** Hoods will be collected prior to the ceremony, and you will be hooded on stage. It is unlikely that you will be hooded with the hood that you bring.

**Date & Time - Friday, Dec 13th at 1pm.** Students should arrive at Williams Arena (at Minges Coliseum) no later than **12:15pm** wearing cap and gown. **Enter at Gate 1, 2 or 3.** Line up behind Faculty Marshals, by department, in the designated area of the first floor hallways of Williams Arena. **If you are late, you may not be recognized on stage.**

In order to participate, students must **reply online by 5pm Oct 21st** at [http://business.ecu.edu/graduation](http://business.ecu.edu/graduation). Please email Karen Kus at kusk@ecu.edu if you have any questions! You will receive a “received” confirmation message after you “submit” your reply, however you will NOT receive a confirmation email.

**NO INVITATIONS WILL BE MAILED FOR THIS EVENT. TICKETS ARE NOT REQUIRED.**

The ceremony is intended for you and your immediate family. Have your guests arrive in plenty of time for the ceremony. **All guests may enter at GATE 1, 2 or 3 (including handicapped). Tickets are NOT required. All guests will be seated on the second level.** Guests will be required to go to the second floor immediately upon entering the building. Elevators are located near Gate 1 and between Gates 2 and 3. Restrooms for guests are located on the second level.

**Diplomas** will not be distributed at this event, but mailed from the registrar’s office. Make sure the registrar’s office has your correct address. The Dean will hand you a “Letter of Congratulations” on stage.

**Pictures** - The College of Business has contracted with a professional photographer for the event. A picture will be taken as you shake hands with the Dean (remember to smile). You will be provided a link and password via email (ECU email account) from the photographer ([www.photospecialties.com](http://www.photospecialties.com)) that allows you to view and order photos. A free color proof will be mailed to your permanent address so that you will have the opportunity to purchase photos. You are not obligated to purchase. If you have not received a proof within two weeks, please contact info@photospecialties.com or call 1-800-722-7033.

**Parking** will be available at Minges Parking Lot. No permits are required. Individuals in need of accommodations for the event should call Disability Support Services at (252) 737-1016 at least 48 hours prior to the ceremony.

**Most Important Things**
1-You must **reply online by 5pm Oct 21st** if you want your name to be called at Graduation.
2-Graduation ceremony – **Arrive no later than 12:15pm and bring your regalia** (with hood, if a graduate student).

This information can also be found on the COB website at [http://business.ecu.edu/graduation](http://business.ecu.edu/graduation)