Dear Commencement Guest:

Commencement will be **Saturday, December 17, at 2:00 p.m. in the Show Me Center**. Liquid refreshments will be provided at a **reception which follows commencement in the Student Recreation Center** (behind the Show-Me Center). We invite you to attend both commencement and the reception.

For students who have achieved academic honors, a special ceremony will be held at 10:30 a.m. in the Show-Me-Center. These students have been provided the option of purchasing announcement insert cards that are used to invite their guests to the Honors Convocation.

**Students may purchase announcements** by accessing our website: [http://www.semo.edu/commencement](http://www.semo.edu/commencement). Generic announcements may be ordered through the Southeast Bookstore. Diploma frames and personalized announcements/inserts for the Honors Convocation may be purchased through our Oak Hall representative. Contact information for both is available at the web site.

On commencement day, **professional photographers will be available** on the premises from 12:30 - 1:30 for candidates who wish to have portrait-style or family photos taken. No appointment is necessary and there is no sitting fee. Proofs will be e-mailed in 3-5 days to students at their SE e-mail address. If no e-mail address is available, proofs will be mailed within 10 days of commencement, and you are under no obligation to purchase.

We ask our students to **limit their guests in the arena to 6**. An **overflow area** with limited seating is provided for students who must bring an additional guest. If additional friends or family members wish to view commencement, please ask them to utilize our web cast. A **live webcast** link is available on the commencement homepage. A **DVD of the ceremony may also be purchased for $20**. An order form is available on the web site, or you may place an order in the lobby of the Show Me Center on commencement day. Orders submitted after December 17 will incur a $10 service charge.

The Southeast campus is a **smoke-free facility**, except for designated outdoor smoking areas. Guests are asked to **respect our candidates** for graduation and University rules. This includes refraining from the use of helium balloons, noise makers, silly string, or other projectile devices indoors, remaining in attendance through the entire ceremony, and allowing each student's name to be heard as he or she is crossing the stage. **Parking for those with disabilities** is provided on the north side of the Show-Me Center. Please utilize the front entrances on the north end of the building. An elevator is available just inside those entrances. Handicapped seating is available in the overflow rooms and at floor level on both the lower and the upper seating areas. If you have a disability other than a mobility issue, please contact the Office of the Registrar at 573.651.2051 no later than November 17.

Please show your respect for other guests and students by remaining through the entire commencement exercise. To maintain the dignity of the ceremony, we request that you remain in your seats during the ceremony, and use the floral backdrop areas for photography after commencement is completed. For those who feel the need to stretch, or with small children, monitors are provided in the concourse areas.

For those who wish to honor their graduates with flowers, a vendor will be available in the concourse areas at the front of the Show Me Center. More information is available by clicking "Flowers for your Graduate" in the menu bar on the left side of the commencement website.

If you have any questions or need additional information, please contact the Office of the Registrar at 573.651.2051. We're looking forward to seeing you on commencement day.

Sincerely,

Commencement Committee 2016-2017