



# Project Graduation



## 2019 SCHEDULE OF EVENTS

|                        |                          |  |
|------------------------|--------------------------|--|
| <b>Friday, May 3</b>   | 11:00 a.m. and 2:00 p.m. | Campus Tours *   |
|                        | 11:00 a.m. – 4:30 p.m.   | Career Services Booth  |
|                        | 11:00 a.m. – 4:30 p.m.   | Cap and Gown Pickup  |
|                        | 2:00 p.m.                | All Hooding Ceremony participants <b>MUST</b> be lined up (Masters only)           |
|                        | 2:50 p.m.                | Doors close to Hooding Ceremony participants and guests (Masters only)             |
|                        | 3:00 p.m.                | Hooding Ceremony (Masters only)  |
|                        | 5:00 p.m. – 7:00 p.m.    | Alumni Reception (guests welcome)  |
| <b>Saturday, May 4</b> | 7:15 a.m.                | Cap and Gown Pickup (participants who still need to pick up cap and gown)          |
|                        | 8:00 a.m.                | Doors open for guests and participants who previously picked up their cap and gown |
|                        | 8:30 a.m.                | All participants <b>MUST</b> be checked in   |
|                        | 8:50 a.m.                | Doors close to all participants and guests   |
|                        | 9:00 a.m.                | Commencement Ceremony  |
|                        |                          | Dessert Reception to follow Ceremony (guests welcome)                              |

*\* Times for tours are subject to change.*

We want to ensure a memorable occasion for you, your families, and your guests. In order to accomplish this, we ask your cooperation in reading and adhering to the instructions on the following pages in their entirety.

***IF YOU DID NOT VISIT THE HERFF JONES PORTAL TO RESERVE REGALIA, please contact the Graduation Team IMMEDIATELY to ensure we will have regalia set aside for you at pickup time.***

The Worldwide Commencement Ceremony will be held on **Saturday, May 4, 2018 at 9:00 a.m.** in the ICI Center (Building 601 on the campus map), located across the street from the main entrance of Embry-Riddle Aeronautical University Daytona Beach Campus at 600 S. Clyde Morris Blvd., Daytona Beach, FL 32114. Please refer to the [campus map](#) for further details.

To accommodate family and friends of our graduates who are unable to attend this year's Commencement Ceremony in person, we stream the event live on our [Streaming Eagles Live](#) web site. They will be able to view the ceremony beginning approximately 30 minutes prior to the start of the event. The ceremony is available on demand on the Streaming Eagles website after the ceremony. Recordings of the Commencement Ceremony are not available for purchase.

Please be aware that Embry-Riddle Aeronautical University is a tobacco-free campus, including e-cigarettes. There are no designated smoking zones on campus.

- **ADMISSION/TICKETS** Admission to the ICI Center seating area is on a first come, first serve basis. **No tickets are required.**
- **CAP/GOWN PICKUP** Available at the ICI Center (Building 601 on the campus map). You will receive your cap and gown, which is yours to keep as our gift to you, for attending the

ceremony. Caps and gowns **are not** available at the Daytona Beach Campus Bookstore. Pickup times are:

Friday, May 3, 11:00 a.m. – 4:30 p.m. and Saturday, May 4, 7:15 - 8:30 a.m.

*We encourage graduates to take advantage of the Friday cap/gown pickup hours to make ceremony preparation on Saturday morning more relaxed. **If you pick up your cap and gown on Friday afternoon, please plan to arrive at 8:00 a.m. on Saturday morning.***

- **HONORS CORDS/DISTINCTION MEDALLION** Students who have earned honors will find their honor cords or a distinction medallion packaged with their regalia. ***If you are not degree complete at the time of the ceremony, you will not receive honor cords or a distinction medallion for the ceremony.*** You will have the option to purchase these items after your degree has posted.
- **CAMPUS TOURS** There will be campus tours of the Daytona Beach Campus available for participants and their guests at 11:00 a.m. and 2:00 p.m. on Friday, May 3. These times are subject to change. Tours will depart from the Jim W. Henderson Welcome Center (Building 602 on the campus map). This is a walking tour of the campus. We would ask that Hooding Ceremony participants try to take the 11:00 a.m. tour to allow yourself enough time to line up for the Hooding Ceremony at 2:00 p.m.
- **HOODING CEREMONY** There will be a separate Hooding Ceremony for Masters students on Friday, May 3, 2018 at 3:00 p.m. in the ICI Center (Building 601 on the campus map). This is an optional ceremony, *in addition to and not replacing*, the Commencement Ceremony on Saturday, May 4, 2018. Participants are required to line up for the ceremony at 2:00 p.m. Doors will close to all guests and participants at 2:50 p.m. The ceremony will start promptly at 3:00 p.m. The duration of this ceremony is approximately 1.5 hours.

**Please make prior arrangements to secure your personal belongings with family and guests.**  
There is no secure area available to leave personal items in the staging area.

- **ALUMNI PARTY** All participants and their guests are invited to attend the 2019 Lift Off Party on Friday, May 3 from 5:00 – 7:00 p.m. Meet alumni from both Worldwide and the Daytona Beach Campus at the new Student Union (Building 610 on the campus map). There will be a class photo at 5:30 p.m. To RSVP for this event, please visit the [Lift Off website](#) for more information.
- **CAREER SERVICES** Are you ready for your next career move? Stop by the ERAU Worldwide Career Services booth during Cap and Gown Pickup on Friday, May 3 or after the Commencement Ceremony on Saturday, May 4 and meet your Career Services manager! Have you created your Handshake career profile with academic qualifications and work experience? We look forward to assisting you in highlighting your career potential to industry leaders with career opportunities. To learn more about Worldwide's Career Services, email them at [wwcarser@erau.edu](mailto:wwcarser@erau.edu) or visit their website by [clicking here](#).
- **GRADUATION DAY CHECK IN** Participants will enter the ICI Center using a designated side entrance (not the main entrance at the front) beginning at 7:15 a.m. All participants may check in at the staging area in the ICI Center starting at 7:15 a.m., but no later than 8:30 a.m. Those participants who picked up their cap and gown on Friday may arrive beginning at 8:00 a.m.

**Please make prior arrangements to secure your personal belongings with family and guests.**

There is no secure area available to leave personal items in the staging area.

- **GRADUATE LINE UP** You will receive a numbered card that corresponds with your position in line for the graduation ceremony. This card will have your name, degree, honors, and contact information on it. Please verify that the information on the card is correct. Once you have verified your card and are dressed in your cap and gown, please line up numerically according to the number of the card you were given. Ceremony Marshals will be available to assist you in lining up in the staging area.

The processional will begin promptly at 8:50 a.m. You must keep your card with you at all times. The announcer collects this card and scans as you prepare to cross the stage. If you do not have your card, your name will not display on the monitors while crossing the stage.

- **FAMILY AND GUESTS** should arrive at 8:00 a.m. and enter through the front entrance for seating. They may not join you in the candidate staging area. Guests should be in their seats before 8:45 a.m. We ask that guests not block the lobby area during the processional that will begin at 8:50 a.m.

Due to limited space in the ICI Center, we ask that any strollers remain in the lobby. The duration of the ceremony may be over 2 hours. There will be no food or drinks available for purchase during the ceremony, so please plan accordingly for your family's needs.

- **ATTIRE** The following is the suggested dress code:

**Men:** White shirt (with collar), dark tie, dark pants, dark shoes, and socks.

**Women:** White blouse/dark skirt and dark shoes. You may need hairpins or clips to secure your cap. If you are receiving Master's Degrees, you may want to wear a blouse with buttons in front so that you can attach the loop of the hood to it.

Military uniforms may be worn under the provided cap and gown.

- **SPECIAL ACCOMMODATIONS** Please [email us](#) if you or any of your guests will be requiring special accommodations to participate in the Ceremony or for guest seating.
- **ETIQUETTE** We ask that participants and guests follow basic rules of etiquette for graduation. Please arrive on time and silence cell phones. **Please make sure that all children are under supervision and show consideration to others.** The duration of the ceremony may be over 2 hours, so please plan accordingly.
- **DIPLOMA** When you cross the stage at the ceremony, you will be receiving an empty diploma cover (our gift to participants in the Commencement Ceremony). Diplomas are not available at the ceremony.
- **ANNOUNCEMENTS** [Herff Jones](#) offers personalized graduation announcements on their website. Click the *Order Announcements* button and select WW Daytona Beach, FL – 05/04/19 from the drop down menu. Choose your degree level and click *Continue*. In the green menu bar, click *Announcements*. Select your package and fill in the information as requested. Prices vary depending on the announcement package you choose. Worldwide graduation announcements are not available for purchase at the Daytona Beach Bookstore.

- **CLASS RINGS** [Herff Jones](#) offers class rings on their website. Click the “Order a Ring” button. The website will allow you to customize your ring. A representative from Herff Jones will be available on site for your convenience.
- **PHOTOGRAPHY** GradImages® will be present at both the Hooding and Commencement Ceremonies, taking photographs before, during and after the ceremonies. They are offering students a 20% discount if you preregister your email address *before the day of the event*. You can pre-register at [www.gradimages.com](http://www.gradimages.com).

Select the *Pre-Registration* button from across the top of the page. Please type Embry-Riddle into the search box. You may select either the Hooding Ceremony listed as *Embry-Riddle Aeronautical-Worldwide Spring Hooding – 5/3/2019 3:00 PM* or the Commencement Ceremony listed as *Embry-Riddle Aeronautical-Worldwide – 5/4/2019 9:00 AM*.

If you are attending both ceremonies, you need to pre-register for *both* ceremonies in order to take advantage of the discount offered by the photographer. You will be making separate orders for each ceremony. If you have any questions, please call GradImages® at 800-261-2576.

- **BOOKSTORE** The University bookstore (located on the first floor of Building 610 on the campus map) will be open from 8:00 a.m. to 7:00 p.m. on Friday, May 3 and from 10:00 a.m. to 3:00 p.m. on the day of the graduation ceremony. Caps, gowns, and announcements **ARE NOT** available for purchase at the Daytona Beach Campus bookstore. Embry Riddle Worldwide Alumni merchandise is available online at the [Official Online Store](#). Visit one of the Worldwide merchandise tables for a discount code to the website.
- **DESSERT RECEPTION** A dessert reception for all graduates and their guests will be held immediately after the ceremony at the Jim W. Henderson Welcome Center (Building 602 on the campus map).
- **DAYTONA BEACH** Below is more information about the Daytona Beach Campus and the surrounding area.

Please visit the [Worldwide Graduation Concierge](#) page for any available bookstore, hotel, rental car and restaurant discounts.

See the Daytona Beach Campus [Area Information page](#), including directions to the campus and a list of local accommodations.

Visit [www.daytonabeach.com](http://www.daytonabeach.com) for more information on the Daytona Beach Area.

*Information is subject to change.*

If you are unable to attend the Commencement Ceremony, please contact us at [wwgrad@erau.edu](mailto:wwgrad@erau.edu) to opt out of further graduation ceremony communications or to change ceremony locations.

Please contact us with any questions or concerns using the information below:

Phone: 866-393-9046 (option 2) / Email: [wwgrad@erau.edu](mailto:wwgrad@erau.edu)

Web: [Project Graduation web site](#)

We look forward to seeing you at the ceremony!

