

**DEPARTMENT OF BIOLOGY  
DIPLOMA CEREMONY INFORMATION  
SUNDAY, JUNE 14, 2009**

We are looking forward to celebrating commencement with you and your guests on Sunday, June 14. For more information about the University-wide commencement ceremony, please visit <http://commencement.stanford.edu>. Here are a few hints about what to expect at the departmental ceremony.

**LOCATION** – The department ceremony will take place at the Merck Green, located between the Gilbert Building and the Herrin Laboratories.

**TIME** – Graduates and guests normally arrive from the main ceremony at 11:45am. Everyone should be seated by 12:15pm. The ceremony will begin at 12:30pm, and will last until approximately 2:30pm.

**FOOD** – The department will provide hors d’oeuvres and refreshments before the ceremony begins.

**PROCESSION** – There is no procession at the beginning of the department ceremony. Graduates should be seated at the start of the program and, upon direction from a staff member, will rise with their rows to line up and receive their diplomas on stage.

**GRADUATES SEATING** – All graduates will be seated directly in front of the stage. Graduates are seated in alphabetical order according to degree (PhD, MS, BS). Upon arrival at the Green, please look for the chair with your name card on it. If you cannot find a chair with your name, find a staff member immediately and let him/her know. We will be able to reserve a diploma case and add your name to the announcer’s list. The staff member will also direct you to a seat at the end of the procession.\*

**HANDICAPPED SEATING** – There will be a marked section of chairs for handicapped guests and their families to sit directly behind the graduates.

**GENERAL SEATING/TICKETS** – Tickets are not required, and there is no reserved seating for your guests. We will have plenty of seating and refreshments for you and all of your guests.

**CAP & GOWN** – Be sure to order your cap and gown from Stanford Bookstore by the deadline, Friday, May 1, 2009. MS and PhD students – be sure that you get a gold hood with your regalia. At the ceremony, do not put your hood on – hold it on your left arm, so the Chair can hood you on stage when your name is announced.

**PHOTOGRAPHY** – There will be no professional photography at the event, but there will be a photography area reserved for your family and friends to take photos if they wish.

**NAME PRONUNCIATION** – If you would like to give us some guidance on the pronunciation of your name, please e-mail or call Jennifer Mason, Student Services Officer, before May 31, 2009. She can be reached at [jmason@stanford.edu](mailto:jmason@stanford.edu) or (650) 723-5060.

**CONGRATULATIONS ON YOUR GRADUATION  
AND BEST WISHES FOR THE FUTURE!**

\*The Commencement program is compiled from lists obtained from the Registrar’s Office. Students who fail to notify the Registrar’s Office or the department of their intention to graduate or walk through the department’s diploma ceremony by May 31, 2009 will not be listed in the program.