Graduation is just around the corner, and ßßß (the Biological Honor Society) and the Faculty and Staff of the Department are currently planning the Biology Departmental graduation ceremony. The departmental ceremony will be held on **THURSDAY, MAY 3rd, in the UNCG Auditorium, at 10:00 AM**, with refreshments and social time to follow in the Sullivan 1st floor lobby. Parking will free on campus for the day, including surface lots and parking decks.

\*NOTE: Our ceremony is the day BEFORE the large, University-wide commencement, which is on Friday, May 4th at 10:00 am.

Students who applied to graduate in Spring 2018, Summer 2018, or who graduated in December 2017 have already received information about the graduation, and a link to the RSVP form to submit in order to participate. If you did NOT receive this email already, please contact Robin Maxwell at Robin\_Maxwell@uncg.edu to request to participate.

Here are **the graduate’s** responsibilities leading up to the big day:

* The Biology RSVP Form is a Google form, which must be completed by 12 noon on **April 19**, at the latest. After you submit the Google form RSVP, you may pick up tickets for your guests to attend the ceremony in the Biology departmental office (Eberhart 312). NOTE: This is not the same as the RSVP for the University-wide ceremony! **If you do not submit the Biology RSVP form on time, you will be unable to participate in the departmental ceremony, your name will not appear on the program, NOR will you receive guest tickets!**
	+ The form requests a brief description of your honors and accomplishments, and also your future plans, such as post-baccalaureate education or employment. A version of this information will be read aloud as you walk forward to pick up your diploma cover during the ceremony, so you MUST fill this out (even if your plans are tentative). Please limit your statement to 300 characters, and use third person, choosing the pronoun for yourself which reflects **your gender identity**. We reserve the right to edit these for appropriateness.
	+ Guest tickets: When you submit your RSVP form, be sure to request and then pick up your guest tickets for family and friends who wish to attend the ceremony. Admission is by ticket only. Giving us the anticipated number of guests will allow us to guarantee refreshment amounts will meet our needs. If you need additional tickets after you submit your RSVP form, just go to the Dept. office and ask for more, as there is no set limit!
* All graduating ßßß members may wear ßßß honor cords, which are red and green and drape around the neck. ßßß members may pick up their cords in Robin Maxwell’s office (302 Sullivan) at your convenience prior to the ceremony. (Your induction fee covered the cost of these cords!)
* Graduates must **arrive NO LATER THAN 30 minutes early (at 9:30 am)**, to assemble upstairs in preparation for marching. Upon arrival, you must check in with the ßßß marshals to receive instructions and to line up alphabetically. The ceremony will be brief, but we will recognize each graduate, who will walk across the stage to receive a diploma cover. **Since we do not have a rehearsal, it is essential that you arrive at this time, and pay attention to instructions!**

 Again, congratulations! Prompt submission of your completed Biology RSVP form will ensure that your graduation ceremony goes well. If you have any questions, please feel free to contact Robin Maxwell. The Biology office staff is also willing to answer any questions that they can.

Robin Maxwell (ßßß and Commencement Advisor)