

University of Connecticut
Honors Program
Medals Ceremony, May 3, 2008

Please arrive at the Rome Ballroom BEFORE 12:35 p.m.

1. Check in with registration.
 - 1.1. All scholars will receive an index card with their name on it at registration. If need be, write the pronunciation of - and any corrections to - your name in marker. The Nomenclator will use this card to call your name out. You keep the card until it is needed (when you go up on stage to receive your medal).
2. All University Scholars will be sent to the Portico. You will check in with Patricia Szarek.
3. All Honors Scholars and Degree with Distinction Recipients will be lined up in the back hallway of Rome. You will check in with Meg Bishop.
4. If you are both (University Scholar and Honors Scholar) you will be lined up with the University Scholars in the Portico.
5. Be sure to wear your gown, but you **DO NOT NEED YOUR CAP**. You won't be able to wear it during the ceremony, as it interferes with receiving the medals.
6. Leave your personal belongings at home or with a friend. There is no place to secure these items during the ceremony.
7. **TURN CELL PHONES OFF.**
8. Procession begins at 1 p.m. sharp.
9. University Event staff, Honors staff and faculty members will be on hand to guide you through the ceremony. All will be wearing a blue badge with University Events written on it.
10. University Scholars will join the line formed by the platform party (faculty and distinguished guests) as they depart the Portico. University Scholars will proceed to the first two center rows of the ballroom which will be marked as University Scholar (where they will sit during the ceremony). They will **REMAIN STANDING** – each person in front of a seat - until Dr. Goodstein asks everyone to be seated.
11. Honor Scholars will line up in the back hallway of the Rome Ballroom. They will be directed by staff members to entire specific rows within the ballroom. They will also **REMAIN STANDING** until Dr. Goodstein gives the go-ahead to sit.
12. This year's Degree with Distinction Recipient will be the first to receive his medal. He will be followed by the Honors Scholars (including those who are also University Scholars). When directed, the **WHOLE ROW SHOULD STAND TOGETHER**. (Each consecutive row will be cued to stand by a faculty member.) Beginning with the first person in the first row (University Scholars who are also Honors Scholars), medal recipients will walk to the right side of the stage in a single file. A University official will be there to tell you when to step onto the stage. Hand the index card to the faculty member indicated (expected to be Dr. Arthur Engler). When your name is called, proceed to the waiting faculty medal tiers to receive the medal. Turn to face the audience and allow the medal presenter to place the ribbon over your head. Continue on to shake hands with President Hogan, Vice Provost Makowsky, and Dr. Goodstein. Then, off the stage and back to your original seat.
13. **University Scholars will next be called to the stage one by one to have their projects recognized and receive a University Scholar medal.** (Note: most University Scholars will receive 2 medals – one of which is for fulfilling Honors Scholars requirements. Leave the first medal on when receiving your second medal.) You should return to your original seats for the rest of the program.
14. All participants will join a recessional march to exit the theatre once the program is complete. This will happen in reverse of the opening procession. A faculty member will cue **ALL** medal recipients to stand up together. The marshals will then lead the recessional out – with Honors Scholars and exiting their rows to the **RIGHT** as you face the stage. University Scholars will follow the platform party, exiting from the **LEFT** as you face the stage of their rows.
15. A reception will follow.
16. Most important of all: **BREATHE....SMILE....and ENJOY!!!**

Congratulations from the Honors Program and University Events staffs!