



INSTRUCTIONS FOR THE MAY 5, 2012 COMMENCEMENT EXERCISES

Marshall University will hold two ceremonies to honor and recognize tentative May 2012 graduates at the Big Sandy Superstore Arena Saturday, May 5. **The associate and bachelor's degree ceremony will be held at 9:00 a.m. The ceremony for master's and doctoral degree candidates will be held at 2:00 p.m.**

9:00 A.M. CEREMONY (ASSOCIATE AND BACHELOR'S DEGREE CANDIDATES)

Associate and Bachelor's degree candidates must report to the arena by 8:30 a.m. Enter the arena through the main entrance on Third Avenue and Eighth Street and report to the area designated for each college.

There is no secure area to leave personal possessions (purses, keys, cell phones, jackets, cameras, etc.). You are encouraged to leave personal possessions with guests until after the ceremony. Any item which you bring to the graduate assembly area will need to be kept with you at all times. Please consider wearing comfortable shoes as you will be standing and walking on hard surfaces.

Honor graduates receiving Associate and Bachelor Degrees wear cords and matching tassels. Associate degree honor graduates wear ROYAL BLUE. Baccalaureate honor graduates wear GREEN AND WHITE for *SUMMA CUM LAUDE*, GOLD for *MAGNA CUM LAUDE*, and RED for *CUM LAUDE*. Cords and tassels must be picked up in the Registrar's Office by 5:00 p.m. Friday, May 4.

Faculty marshals will distribute name cards and assemble graduates for the processional. The processional will begin promptly at 9:00 a.m. At the appropriate time, the faculty marshal will lead each college into the arena.

Women wear academic caps throughout the entire ceremony. Men remove academic caps at the singing of the National Anthem and replace them when the college dean rises to present the class. Academic caps must be worn for conferring of degrees. The tassel should initially be over the right eye. After degree conferral, President Kopp will instruct the graduates to move the tassel from the right to the left.

After degrees have been conferred by President Kopp, faculty marshals will direct graduates to the side aisles to be presented for individual recognition. Each graduate will hand his/her name card to the reader and proceed across the platform in front of the stage. The President will shake hands with each graduate and the academic dean will present a representative scroll. A photographer will take two photographs of each graduate. Graduates return to college seating as directed by the faculty marshals.

After the singing of the Alma Mater, graduates are to be seated and remain seated until the platform party and faculty have recessed. **Graduates do not participate in the recessional.**

2:00 P.M. CEREMONY (MASTER'S AND DOCTORAL DEGREE CANDIDATES)

Master's and doctoral candidates must report to the arena by 1:30 p.m. Enter the arena through the main entrance on Third Avenue and Eighth Street. Faculty marshals will be available in the assembly areas. Faculty marshals will lead graduates into the arena.

There is no secure area to leave personal possessions (purses, keys, cell phones, jackets, cameras, etc.). You are encouraged to leave personal possessions with guests until after the ceremony. Any item which you bring to the graduate assembly area will need to be kept with you at all times. Please consider wearing comfortable shoes as you will be standing and walking on hard surfaces.

Master's and Education Specialist Degrees

Faculty marshals will distribute name cards and assemble graduates for the processional. The processional will begin promptly at 2:00 p.m. At the appropriate time, the faculty marshal will lead graduates into the arena.

Master's and Education Specialist degree candidates wear academic hoods throughout the ceremony. Women wear academic caps throughout the entire ceremony. Men remove academic caps at the singing of the National Anthem and replace them when the college dean rises to present the class. Academic caps must be worn for conferring of degrees. The tassel should initially be over the right eye.

The Graduate Dean will present candidates to President Kopp for degree conferral. After degree conferral, President Kopp will instruct the graduates to move the tassel from the right to the left. Faculty marshals will direct graduates to the side aisles to be presented for individual recognition. Each graduate will hand his/her name card to the reader and proceed across the platform in front of the stage. The President will shake hands with each graduate and the academic dean will present a representative scroll. A photographer will take two photographs of each graduate. Graduates return to seats using the center aisle.

After the singing of the Alma Mater, graduates are to be seated and remain seated until the platform party and faculty have recessed. **Graduates do not participate in the recessional.**

Doctoral Degrees

It is the custom of Marshall University to individually recognize and hood graduates of doctoral programs at Commencement. You may invite your major advisor to participate in the hooding.

Please submit your academic hood to the Office of the Registrar, Old Main 106A, by 12:00 noon Friday, May 4. Your hood will be placed on the stage to be presented to you at the proper time in the ceremony.

Faculty marshals will assist in forming the line-up with Doctor of Education, Doctor of Philosophy, Doctor of Psychology followed by Doctor of Management Practice in Nurse Anesthesia.

Dr. Teresa Eagle, Dean of the Graduate School of Education and Professional Development, will present the EdD candidates for the conferring of degrees. Dr. Donna Spindel, Dean of the Graduate College, will present the PhD, PsyD and DMPNA candidates for the conferring of degrees. Degrees are conferred by President Kopp.

Following the conferral, the doctoral candidates will be invited to proceed to the stage. EdD candidates will be introduced by Dean Eagle. PhD, PsyD and DMPNA candidates will be introduced by Dean Spindel. As your name is called, proceed to the center of the stage where you will be presented a diploma folder by President Kopp and you will be hooded by your advisor. Return to your seat using the center aisle.

After the singing of the Alma Mater, graduates are to be seated and remain seated until the platform party and faculty have recessed. **Graduates do not participate in the recessional.**

GENERAL INFORMATION APPLICABLE TO BOTH CEREMONIES

MILITARY SERVICE RECOGNITION

Marshall University will recognize graduates with military service by issuing a special red, white and blue cord to be worn at Commencement. We pay respect and publicly recognize members of the United States armed forces and graduates of the ROTC program by awarding this symbol of service. Military recognition cords must be picked up in the Registrar's Office by 5:00 p.m. Friday, May 4.

ACADEMIC CAP AND GOWN

All graduates participating in Commencement must wear academic regalia. Please contact the Marshall Bookstore (304-696-3622 or 1-800-547-1262) to make arrangements to purchase cap and gown.

IMPORTANT NOTE

Each ceremony may last two hours. Please plan to stay and ask your guests to stay for the entire program. In order to show respect as we honor all of our graduates, we request that you remain with your college until the ceremony is over. After the faculty recessional, you and your guests are welcome to exit the arena. Guests will not be permitted on the arena floor where the graduate seating is located during the ceremony. Arena floor access is restricted to faculty and graduates only.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Guests using wheelchairs are requested to enter the arena through GATE A or GATE D where accommodations have been made. Ushers are available for persons needing assistance.

Graduates using wheelchairs are requested to contact the Office of the Registrar (304-696-6410) prior to May 4. Accommodations will be made with the college faculty marshals.

Accommodations will be made for hearing impaired graduates and/or guests. If a sign language interpreter is needed, please contact the Registrar's Office (304-696-6410) **at least two weeks prior to Commencement.**

CEREMONY AVAILABLE ON WEB

The Commencement ceremonies will be streamed live on the Web May 5. The link will be available on the main Marshall University Web site www.marshall.edu.

SHUTTLE BUSES

Marshall University will provide shuttle buses to transport graduates and guests to the Arena. Graduates and guests are encouraged to park on University lots at the Performing Arts Center, football stadium or across from Smith Hall (Lot F). Shuttle service will begin at 7:45 a.m. for the 9:00 a.m. ceremony. Shuttles will begin at 12:00 noon for the 2:00 p.m. ceremony. After Commencement, buses will transport passengers back to campus.

PHOTOGRAPHS

The professional photographer (Legacy Photographics) will send proof information to graduates using MU e-mail addresses a few days after the ceremony. Purchase of photographs is entirely optional.

COMMENCEMENT DVD

Marshall University will produce a DVD of the Commencement ceremony for purchase at the cost of \$20 per copy. Orders may be submitted using the attached DVD order. Additionally, orders will be accepted at the arena May 5. The Marshall University Alumni Association will process the DVD orders.

ARENA SEATING

There is ample seating for all guests who wish to attend.

QUESTIONS

If you have any questions with respect to Commencement, please call the Registrar's Office at 304-696-6410. We strive to make this ceremony special for our graduates and guests. Congratulations!