

# COMMENCEMENT EXERCISES

# MAY 5, 2018

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Marshall University will hold two ceremonies to honor and recognize tentative May 2018 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 Degrees will be held at 2:00 p.m.**

## **9:00 A.M. CEREMONY (ASSOCIATE AND BACHELOR'S DEGREES)**

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 (see attached diagram).

There is no secure area to leave personal possessions (purses, keys, cell phones, jackets, cameras, etc.). **Please leave personal possessions with guests until after the ceremony.** Items brought to the assembly area must remain with graduates at all times. Please wear comfortable shoes as graduates will be standing and walking on hard surfaces.

## **COMMENCEMENT ARRIVAL INSTRUCTIONS**

The Commencement ceremony will begin promptly at 9:00 a.m. The doors of the Big Sandy Superstore Arena will open to the public at 7:00 a.m. **Please allow additional time for required security procedures in place at the Big Sandy Superstore Arena.** Graduates must arrive at the designated space allocated to your college in the corridor of the arena (see diagram) **no later than 8:30 a.m.** It is imperative for you to arrive on time and not be late. **If you arrive after the processional begins, you will not be permitted to participate in the ceremony, unless there is extra seating available in a section designated for late arrivals.** We cannot emphasize enough how important and essential is that you **arrive on time, by 8:30 a.m.**

## **SECURITY PROCEDURES**

SMG, the worldwide venue management company that manages the Big Sandy Superstore Arena and Convention Center has implemented new security procedures including walk-through metal detectors for all events occurring in the building including Marshall University's Commencement ceremonies. Graduates and guests should allow additional time to make it through security and find seats before the ceremony begins.

Prohibited items include: illegal drugs or substances, outside food and drink, knives, guns, pepper spray, lasers, glow sticks, fireworks, wallet chains, sharp spiked jewelry, selfie sticks, tripods and umbrellas. For a full list of prohibited items, please visit [www.bigsandyarena.com](http://www.bigsandyarena.com).

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, faculty marshals will lead graduates 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 Gilbert will invite graduates to move tassels from the right to the left.

After degrees have been conferred by the President, 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 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.**

**Note regarding academic honors:** Honor graduates receiving Bachelor or Associate Degrees wear cords and matching tassels. Bachelor honor graduates wear green and white for Summa Cum Laude, gold for Magna Cum Laude and red for Cum Laude. Associate Degree honor graduates wear royal blue cords and tassels. Tentative May graduates are advised to verify honors eligibility with the Academic Dean's Office. Honor cords and tassels must be picked up in the Registrar's Office by 5:00 p.m. Friday, May 4. Cords and tassels are to be kept by graduates.



**9:00 a.m. Ceremony-Associate and Bachelor's  
Graduates will line up in the North and South Concourses  
(See Arena Diagram)**

**The following colleges will line up in the North Concourse  
between Gates D and F:**

- **Health Professions**
- **Liberal Arts**
- **Business**
- **Education**

**The following colleges will line up in the South Concourse  
between Gates A and C:**

- **CITE**
- **Arts and Media**
- **Regents**
- **Science**





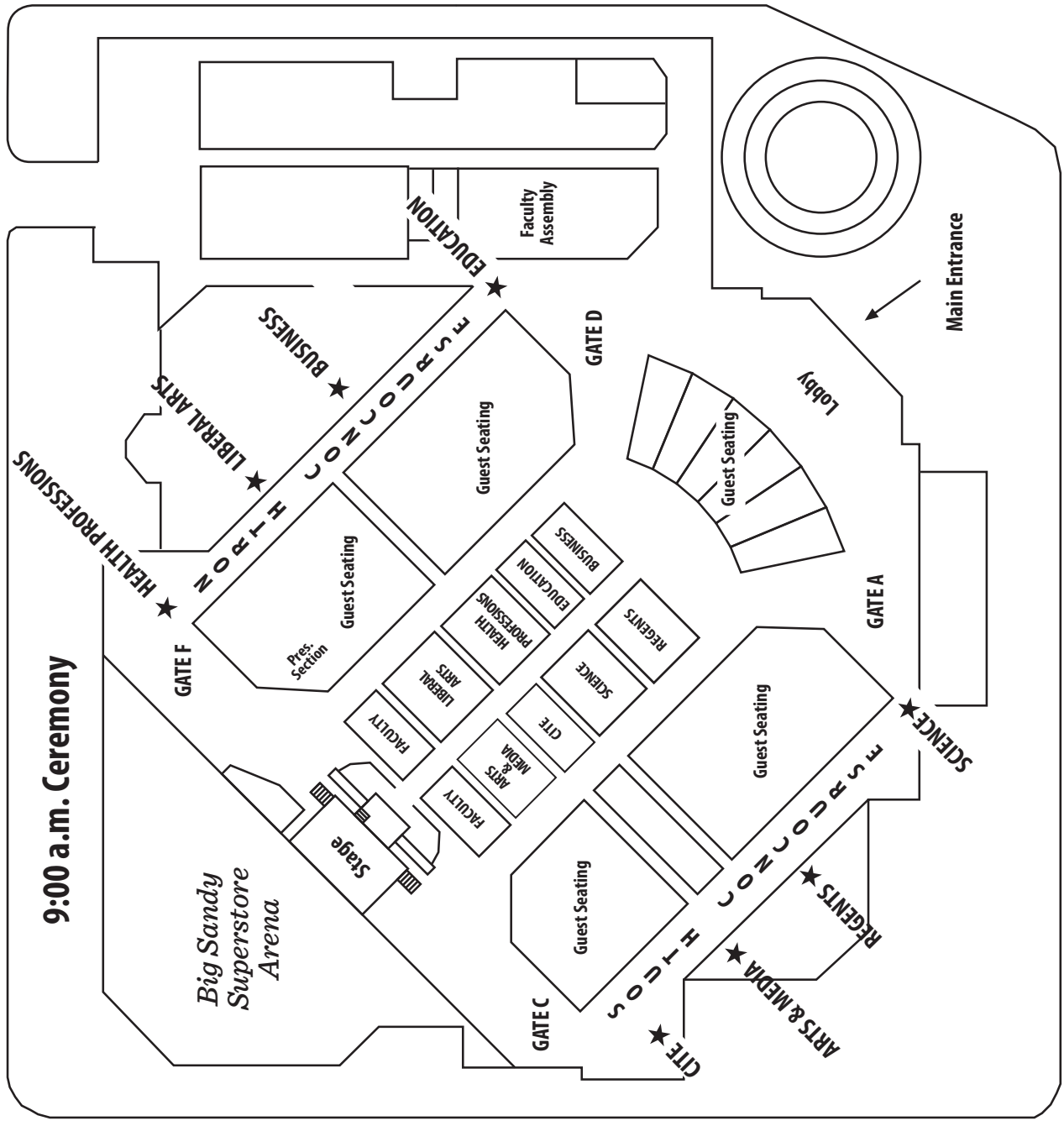
**GRADUATES  
REPORT BY  
8:30 A.M.  
TO COLLEGE  
LOCATION  
LOCATION  
INDICATED.**

Seventh Street

Eighth Street

Memorial Blvd.

Third Avenue



**9:00 a.m. Ceremony**

*Big Sandy  
Superstore  
Arena*

HEALTH PROFESSIONS  
★  
GATE F

LIBERAL ARTS  
★  
GATE G

EDUCATION  
★  
GATE E

Guest Seating

Pres-Section  
Guest Seating

LIBERAL ARTS  
★  
GATE C

HEALTH PROFESSIONS  
★  
GATE D

EDUCATION  
★  
GATE E

REGENTS  
★  
GATE F

LIBERAL ARTS  
★  
GATE B

HEALTH PROFESSIONS  
★  
GATE C

SCIENCE  
★  
GATE D

REGENTS  
★  
GATE E

Guest Seating

ARTS & MEDIA  
★  
GATE A

REGENTS & MEDIA  
★  
GATE B

SCIENCE  
★  
GATE C

Guest Seating

Main Entrance

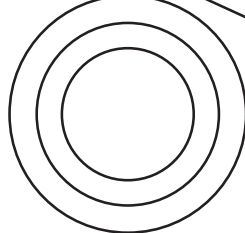
Lobby

Guest Seating

Guest Seating

Guest Seating

Faculty Assembly





## **2:00 P.M. CEREMONY (MASTER'S AND DOCTORAL DEGREES)**

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 (see attached diagram).

There is no secure area to leave personal possessions (purses, keys, cell phones, jackets, cameras, etc.). **Please leave personal possessions with guests until after the ceremony.** Items brought to the assembly area must remain with graduates at all times. Please wear comfortable shoes as graduates will be standing and walking on hard surfaces.

## **COMMENCEMENT ARRIVAL INSTRUCTIONS**

The Commencement ceremony will begin promptly at 2:00 p.m. **Please allow additional time for required security procedures in place at the Big Sandy Superstore Arena.** Graduates must arrive at the designated space allocated to your college in the corridor of the arena (see diagram) **no later than 1:30 p.m.** It is imperative for you to arrive on time and not be late. **If you arrive after the processional begins, you will not be permitted to participate in the ceremony, unless there is extra seating available in a section designated for late arrivals.** We cannot emphasize enough how important and essential is that you **arrive on time, by 1:30 p.m.**

## **SECURITY PROCEDURES**

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Prohibited items include: illegal drugs or substances, outside food and drink, knives, guns, pepper spray, lasers, glow sticks, fireworks, wallet chains, sharp spiked jewelry, selfie sticks, tripods and umbrellas. For a full list of prohibited items, please visit [www.bigsandyarena.com](http://www.bigsandyarena.com).

## **Master's 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, faculty marshals will lead graduates into the arena.

Master's 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 be over the left eye.

The Graduate Dean will present candidates to President Gilbert for degree conferral. 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 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. Doctoral candidates may invite advisors to participate in the hoodings.

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

For conferring of degrees, Dean of the College of Education and Professional Development, Dr. Teresa Eagle, will present the EdD candidates; Dean of the Graduate College, Dr. David Pittenger, will present the PsyD candidates; Director of the CAMC School of Nurse Anesthesia, Dr. Nancy Tierney, will present the DMPNA candidates and Chair, School of Physical Therapy, Dr. Scott Davis, will present the DPT candidates. Degrees are conferred by President Gilbert.

Following the conferral, doctoral candidates will be invited to proceed to the stage. EdD candidates will be introduced by Dean Eagle. PsyD candidates will be introduced by Dean Pittenger. DMPNA candidates will be introduced by Dr. Nancy Tierney. DPT candidates will be introduced by Dr. Gretchen Pfost. Each candidate will carry academic hood to the stage and hand hood to advisor at the appropriate time. As name is announced, proceed to the stage right position labeled, "Candidate". Advisor will invest hood and President Gilbert will present diploma. Return to seat using 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.**

## QUESTIONS

If you have any questions with respect to Commencement, please contact the Registrar's Office [registrar@marshall.edu](mailto:registrar@marshall.edu) or 304-696-6410. We strive to make this ceremony special for our graduates and guests. Congratulations!





**2:00 p.m. Ceremony-Master's and Doctoral  
Graduates will line up in the North and South Concourses  
(See Arena Diagram)**

The **Master's** candidates will line up in the North Concourse between Gates D and F.

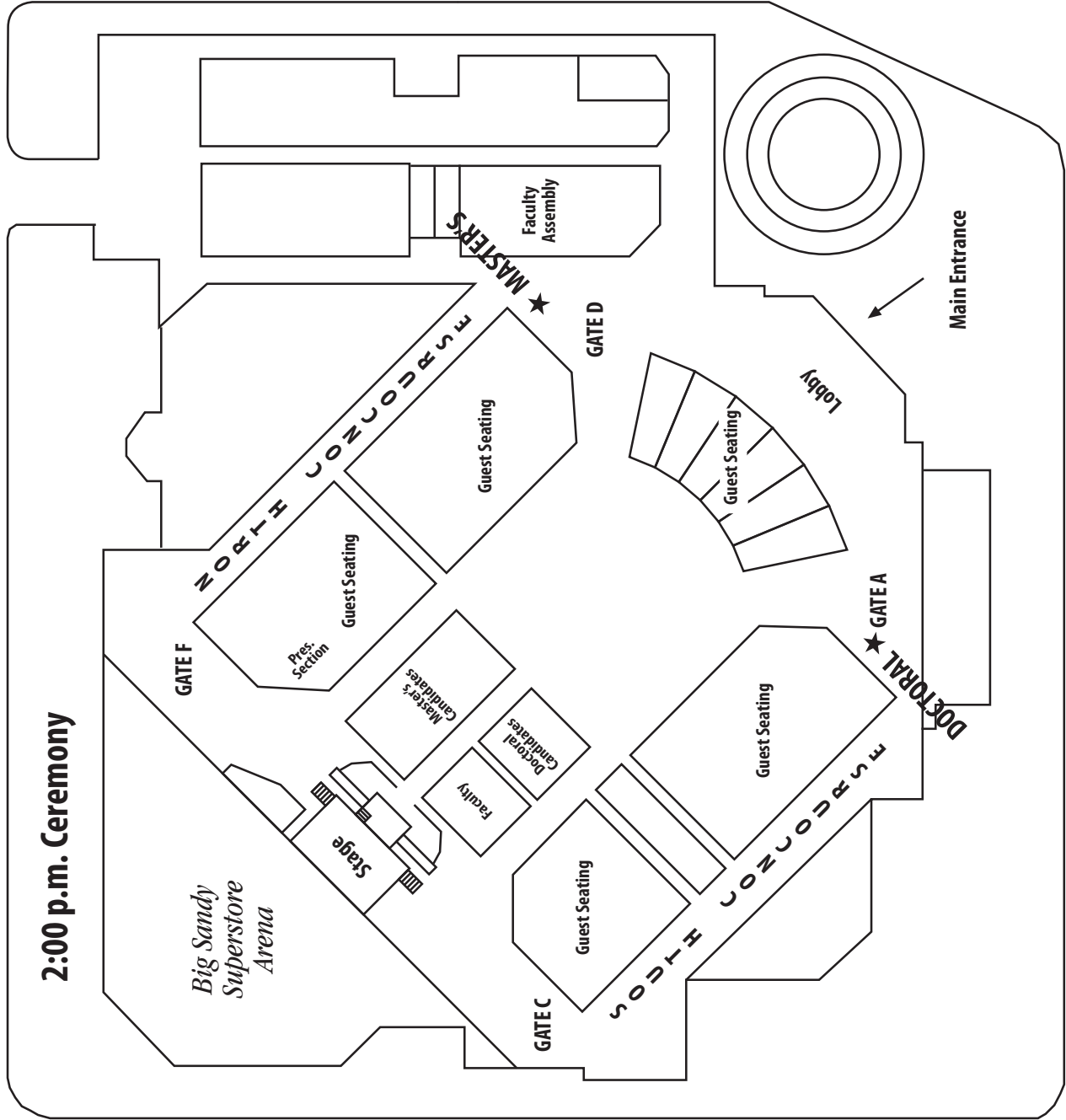
The **Doctoral** Candidates will line up in the South Concourse between Gates A and C.





**GRADUATES  
REPORT BY  
1:30 P.M.  
TO GATE  
LOCATION  
INDICATED.**

**2:00 p.m. Ceremony**



Eighth Street

Seventh Street

Memorial Blvd.

Third Avenue



## **GENERAL INFORMATION**

There is ample seating in the arena for all guests who wish to attend. Tickets are not required. In order to show respect as we honor all graduates, we request that graduates and guests remain in the arena until the ceremony is over. After the faculty recessional, graduates and 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.

## **SHUTTLE BUSES**

Marshall University will provide shuttle buses to transport graduates and guests from campus to the Arena. Graduates and guests are encouraged to park on University lots at the 6<sup>th</sup> Avenue Parking Facility, Performing Arts Center, football stadium or across from Smith Hall (Lot F). Shuttle service will begin at 7:30 a.m. for the 9:00 a.m. ceremony. Shuttles will begin at 12:30 p.m. for the 2:00 p.m. ceremony. After each Commencement, buses will transport passengers back to campus.

## **PARKING**

Parking is available in the parking garage on Third Avenue across from the Big Sandy Superstore Arena. Parking in this garage is available on weekends at no charge. Additionally, parking is available in the Pullman Square garages for a minimal fee. All three parking garages are in reasonable walking distance of the arena.

## **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

**Graduates** using wheelchairs are requested to contact the Registrar's Office [registrar@marshall.edu](mailto:registrar@marshall.edu) or 304-696-6410 prior to May 4. Accommodations will be made with the college faculty marshals.

**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.

Accommodations for hearing impaired graduates and/or guests will be provided by a sign language interpreter.

## **ACADEMIC CAP AND GOWN**

All graduates participating in Commencement must wear academic regalia. Your regalia is available for purchase at the Marshall University Bookstore. If you need your regalia shipped, please contact the Marshall Bookstore at 304-696-3622 or 1-800-547-1262.

## **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.



## **PHOTOGRAPHS**

Professional photographers (Legacy Photographics, Inc.) will be at the stage area during the ceremony to take pictures of each graduate. Not only will graduating students have the best possible photographs, guests will be able to remain seated without the worry of trying to “capture the moment”. Legacy Photographics, Inc. will send proof information to graduates using MU e-mail addresses a few days after the ceremony. Purchase of photographs is entirely optional.

If you have any questions, please contact Legacy at [www.legacyphoto.com](http://www.legacyphoto.com) or 1-800-447-2550.

## **CEREMONY AVAILABLE ON WEB**

The Commencement ceremonies will be streamed live on the Web. The link will be available on the main Marshall University Web site [www.marshall.edu](http://www.marshall.edu).

## **COMMENCEMENT VIDEO**

Marshall University and the Marshall University Alumni Association would like to congratulate you on your graduation! As a way of recognizing your achievement, a downloadable copy of the Commencement ceremony is available to you, free of charge, courtesy of the MUAA. Relive this major life milestone by visiting [www.herdalum.com](http://www.herdalum.com) to download your free copy of the Commencement ceremony.

## **DIPLOMAS**

Grades for the Spring 2018 term are due Tuesday, May 8. Final graduation lists are due from the academic deans to the Registrar’s Office Tuesday, May 15. If you have not received your diploma by June 15, 2018, please send an email inquiry to [registrar@marshall.edu](mailto:registrar@marshall.edu) or call 304-696-6410.

Diplomas are mailed to the permanent address on file in the MU database. Address changes for diplomas will be accepted through May 8.

## **QUESTIONS**

If you have any questions with respect to Commencement, please contact the Registrar’s Office [registrar@marshall.edu](mailto:registrar@marshall.edu) or 304-696-6410. We strive to make this ceremony special for our graduates and guests. Congratulations!

