

COMMENCEMENT EXERCISES

DECEMBER 16, 2017

Winter Commencement will begin promptly at **10:00 a.m. Saturday, December 16**, at the **Big Sandy Superstore Arena** located in downtown Huntington. **Graduates must report to the Arena by 9:30 a.m.** Please 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).

IMPORTANT NOTE REGARDING THE CEREMONY

There is ample seating in the arena for all guests who wish to attend. The ceremony may last two hours. 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 during the ceremony. Arena floor access is restricted to faculty and graduates only.

COMMENCEMENT ARRIVAL INSTRUCTIONS

The Commencement ceremony will begin promptly at 10:00 a.m. The doors of the Big Sandy Superstore Arena will open to the public at 8:30 a.m. **You must arrive at the designated space allocated to your college in the corridor of the arena (see diagram) no later than 9:30 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 9:30 a.m.**

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 with disabilities who need accommodations, please contact the Registrar's Office, registrar@marshall.edu or 304-696-6410 prior to December 15.

Guests using wheelchairs are requested to enter the arena through GATE A or GATE D where accommodations have been made. Ushers are available to identify designated seating areas for guests with disabilities. 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, December 15. Cords are to be kept by graduates.

PERSONAL POSSESSIONS

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.

BACHELOR AND ASSOCIATE DEGREES

Bachelor and Associate Degree candidates report to the designated college assembly area for the processional and are seated in the arena by college. 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 December 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, December 15. Cords and tassels are to be kept by graduates.

MASTER'S AND EDUCATION SPECIALIST DEGREES

Recipients of Master's and Education Specialist Degrees line up with the Graduate College. Master's and Education Specialist Degree candidates wear academic hoods throughout the ceremony. At the appropriate time, the Graduate Dean will announce each Master's Degree program and ask candidates to stand. After each degree program is announced and all candidates are standing, the Graduate Dean will present the Master's candidates for degree conferral.

PROCESSIONAL

Faculty marshals will distribute name cards and assemble graduates for the processional. The processional will begin promptly at 10:00 a.m. At the appropriate time, faculty marshals will lead each college into the arena.

CAPS AND TASSELS

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 on the right side. After degree conferral, President Gilbert will invite undergraduates to move tassels from right to the left. For Master's students, the tassel should be over the left eye the entire ceremony.

PRESENTATION OF GRADUATES FOR INDIVIDUAL RECOGNITION

After degrees have been conferred by President Gilbert, faculty marshals will direct graduates to the side aisle 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 rolled scroll. A photographer will take three photographs of each graduate. Graduates return to college seating as directed by the faculty marshal.



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 (EdD), Doctor of Philosophy (PhD) followed by Doctor of Psychology (PsyD).

Dr. Teresa Eagle, Dean of the College of Education and Professional Development, will present the EdD candidates for the conferring of degrees. Dr. David Pittenger, Dean of the Graduate College, will present the PhD and PsyD candidates for the conferring of degrees. Degrees are conferred by President Gilbert.

Following the conferral, the doctoral candidates will be invited to proceed to the stage. EdD candidates will be introduced by Dean Eagle. PhD and PsyD candidates will be introduced by Dean Pittenger. 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 left position labeled, "Candidate". Advisor will invest hood and President Gilbert will present a diploma folder. Return to seat using center aisle.

RECESSIONAL

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.**

PHOTOGRAPHS

The professional photographer (Grad Images www.gradimages.com) will email proof information to graduates a few days after the ceremony. Purchase of photographs is entirely optional.

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/it/livestream.

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 to download your free copy of the Commencement ceremony.

DIPLOMAS

Grades for the Fall 2017 term are due Monday, December 18. Final graduation lists are due from the academic deans to the Registrar's Office Wednesday, January 3. Marshall University will be closed for the holidays beginning Friday, December 22 through Monday, January 1, 2018. The Registrar's Office will begin posting degrees and mailing diplomas after January 4, 2018. If you applied for December graduation by November 1 and have not received your diploma by February 1, please send an email inquiry to 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 December 15.

QUESTIONS

For questions regarding Winter Commencement, please contact the Registrar's Office, registrar@marshall.edu or 304-696-6410. We strive to make this ceremony special for our graduates and guests. Congratulations!



COMMENCEMENT EXERCISES

DECEMBER 16, 2017

**Graduates will line up in the South and North Concourses
(See Arena Diagram)**

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

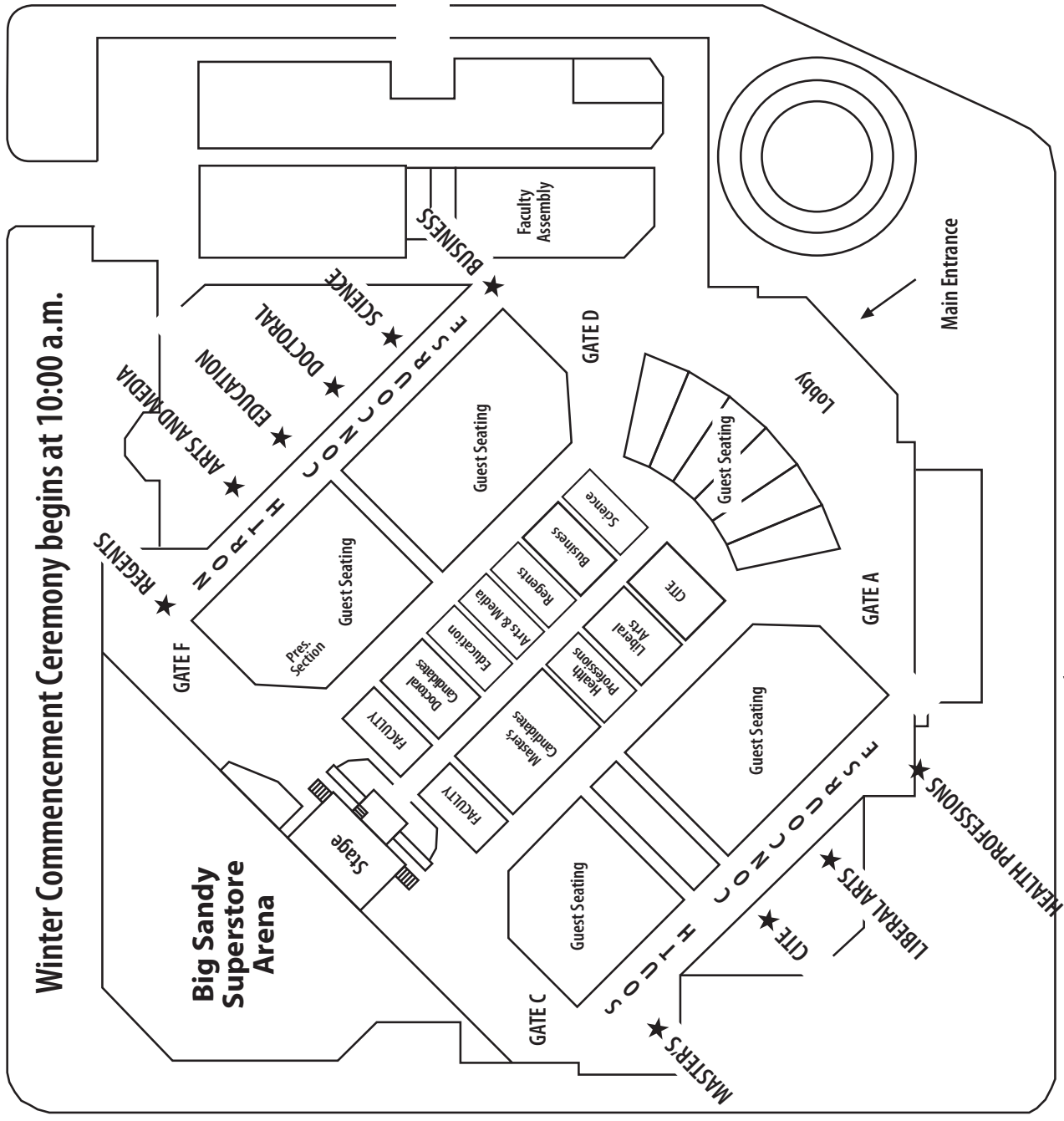
- Master's Candidates
- College of Information Technology and Engineering
- College of Liberal Arts
- College of Health Professions

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

- Regents Bachelor of Arts
- College of Arts and Media
- College of Education and Professional Development
- Doctoral Candidates (Ed.D., Psy.D.)
- College of Science
- Lewis College of Business

**GRADUATES
REPORT BY
9:30 A.M.
TO COLLEGE
LOCATION
LOCATION
INDICATED.**

Winter Commencement Ceremony begins at 10:00 a.m.



Memorial Blvd.

Eighth Street

Third Avenue

Seventh Street