

Instructions for Faculty & Staff
Masters & Doctoral Commencement Ceremonies
May 2017

Masters Ceremony –

Masters Ceremony
Saturday, May 6, 2017
1:30-3:00pm
Gampel Pavilion

You will need regalia to participate. If you do not own your own, please call the Bookstore at (860) 486-2653 to rent regalia.

All faculty and staff participating in the processional will assemble in the lower level of Gampel Pavilion. Please plan to arrive to the designated location in Gampel at **12:45pm** and arrive with your regalia already on.

There is no secure location in Gampel to store any personal belongings (bags, purses, etc.) so please do not bring them with you.

Please enter through the Wolff-Zackin Natatorium lobby (near the Husky dog sculpture) and descend the stairs to your left. At the bottom of the stairs, you will gather to the **RIGHT**. There will be a staff person or a Marshal to assist with the line formation.

The first person to arrive will start the first line immediately to the right of the bottom of the stairs (facing the stairs). The second person to arrive will be the first person in the second line (on the other side of the same hallway - still keeping to the right of the stairs you descended). Subsequent arrivals will line-up behind these faculty members. **Please remember to form two lines.** The two lines of the Faculty processional will join right up with the tail end of the Student processional lines and make their way onto the floor of Gampel.

You will be seated in the Faculty/Staff seating area which is located up behind the Platform Party.

You will not have an active role during the ceremony. Please remain seated unless instructed by a Marshal.

At the conclusion of the ceremony, the Faculty/Staff seating section will NOT recess. Once the Platform Party has recessed, you are free to leave your seat and make your way out of Gampel Pavilion.

Doctoral Ceremony—

Doctoral Ceremony

Monday, May 8, 2017

6:00-7:30pm

Jorgensen Center for the Performing Arts

For Faculty Who Are Hooding Their Candidate(s)—

You will need regalia to participate. If you do not own your own, please call the Bookstore at (860) 486-2653 to rent regalia.

There is no secure location in Jorgensen to store any personal belongings (bags, purses, etc.) so please do not bring them with you.

All hooding of Doctoral candidates will be done during the ceremony.

Access to Jorgensen for the Doctoral ceremony begins at 4:00pm.

All Doctoral candidates and faculty members need to enter Jorgensen via the rear entrance (from Jorgensen Road).

Please do not use the main entry to Jorgensen (from Hillside Road). Please link-up with your candidate(s) before entering Jorgensen. If the weather is nice, you may wish to meet up with them directly outside of the back entrance of Jorgensen. Otherwise, a pre-determined meeting space outside of Jorgensen will work (ex. SU Marketplace, outside of Gentry, etc.).

Once inside the building, please immediately proceed to the Harriet S. Jorgensen Theater (“the Little Theater”) in the lower level of Jorgensen. Candidates and their faculty advisors will be grouped by degree. This will enable us to announce which degree programs are up next during the hooding/diploma cover distribution process.

Candidates and their faculty advisors need to be in “the Little Theater” by 5:15pm.

You will process in as one large group and will be seated altogether in the Jorgensen Auditorium.

Once the ceremony has begun and it is time to hood your candidate(s), you will be lined up directly with your candidate(s) and will proceed on stage with them. After their name is called, you may hood your candidate(s). After the hooding is complete, Marshals on stage will show you the route to take to get off stage. You will NOT be taking any formal photographs with your candidate(s) immediately after the hooding. If a professional photograph of the two (or more) of you together is important, please visit the Doctoral Ceremony Reception before the ceremony begins.

Doctoral Commencement Reception

Alumni House

3:00-5:00pm

You will proceed off the stage and back to your seating area in the Jorgensen Auditorium. **It is OK if you are not seated directly next to your candidate(s) after the hooding process is complete.** As long as you have a seat within the Auditorium, that will be just fine.

At the conclusion of the ceremony, the candidates and their faculty advisors will NOT recess. Once the Platform Party has recessed, you are free to leave your seat and make your way out of Jorgensen.

Doctoral Ceremony—

Doctoral Ceremony

Monday, May 8, 2017

6:00-7:30pm

Jorgensen Center for the Performing Arts

For Faculty/Staff Who Are NOT Hooding Any Candidate(s) and Just Wish To Process & Observe—

You will need regalia to participate. If you do not own your own, please call the Bookstore at (860) 486-2653 to rent regalia.

There is no secure location in Jorgensen to store any personal belongings (bags, purses, etc.) so please do not bring them with you.

Access to Jorgensen for the Doctoral ceremony begins at 4:00pm.

All Doctoral candidates and faculty members need to enter Jorgensen via the rear entrance (from Jorgensen Road). Please do not use the main entry to Jorgensen (from Hillside Road).

Once inside the building, please immediately proceed to the **Lower Level Lobby (directly at the bottom of the main staircases – adjacent to the restrooms)** in the lower level of Jorgensen. When you enter via the rear entrance, proceed to your right and walk through the Art Gallery to get to the Lower Level Lobby.

Once in the Lower Lobby, please form **ONE LINE** of faculty for the faculty processional. Once the processional of candidates and their faculty advisors finishes walking through the lower lobby, the line of the faculty processional will join right up with the tail of the candidate/advisor processional. There will be a Marshal there to instruct you on which line to follow.

Faculty members wishing to participate in the faculty processional need to be in the Lower Lobby by 5:15pm.

A Marshal will lead the faculty processional onto the stage of Jorgensen Auditorium. There will be ~85 seats available for the faculty processional up on the stage of Jorgensen Auditorium. If we have any additional faculty (over the 85) who are in the processional, there will be a designated seating area in the audience which we can use for overflow.

You will not have an active role during the ceremony. Please remain seated unless instructed by a Marshal.

At the conclusion of the ceremony, the faculty seating section will NOT recess. Once the Platform Party has recessed, you are free to leave your seat and make your way out of Jorgensen.