Instructions for Group 2 Faculty Readers

- Proceed to Lot 6 immediately after the Main Ceremony ends.

- Line-up on the northside of Ray Irani Hall. Michele Dea will check you in.

- Order of Procession:
  - Flag and Banner Bearers
  - All Faculty
  - PhD graduates
  - Masters graduates
  - Bachelors graduates by department

- Faculty will process in and continue to the stage to be seated. Click here for a processional diagram.

- After Vice Dean Donal Manahan concludes his remarks, Vice Dean Stephan Haas will read the PhD and Master student names.

- Vice Dean Haas will introduce the first department’s name reader, Dr. Robert Girandola. After Dr. Girandola is done reading their graduate’s names, he will introduce the next reader.

- When you are introduced, proceed to the podium. There is a master script at the podium for your use.

- The graduate will hand their namecard directly to you. Click here to view a sample card.

- NOTE – READ:
  - the student’s first and last names
  - if they have a double major (do NOT read major if same as your department)
  - any minor

**Example (you are reading for the Chemistry Dept):**
- Student wrote on namecard:
  - Name: Susie Smith
  - All majors: Chemistry, Philosophy
  - All minors: Spanish
- You read:
  - Susie Smith, also majoring in Philosophy with a minor in Spanish

- After you read the card, hand it to the person standing to your right. This person will keep them in order.

- A staff member will hold the students from the next department and there will be a clear break to note when to stop reading names.

- Now, introduce the next department’s reader. The order of departments is listed below. PLEASE LEAVE THE MASTER SCRIPT AT THE PODIUM.

- Faculty will lead the recessional down the center aisle once the ceremony has concluded.
GROUP 2 TIMELINE

8:00 a.m.  All faculty participating in the Main Ceremony line up
  • Marshals at your columns
  • Other faculty participating, inside Bovard Auditorium

8:30 a.m.  Main Ceremony procession begins

9:00 a.m.  Commencement Ceremony begins
  Alumni Memorial Park

10:15 a.m.  Commencement Ceremony ends

  All faculty participating in the Group 2 Satellite Ceremony move to Group 2 site at Lot 6
  • Faculty line-up on the northside of Ray R. Irani Hall.
  • Please check in with Michele Dea.
  • Procession to be led by ceremony officiant Vice Dean Donal Manahan

10:45 a.m.  Group 2 Satellite Ceremony begins

Department Receptions immediately follow the conclusion of Satellite Ceremony