Instructions for Group 4 Faculty Readers

- Proceed to the Child’s Way line-up area immediately after the Main Ceremony ends. Ashley Cooper 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 George Sanchez concludes his remarks, Dr. Nancy Lutkehaus (tent) will read the PhD and Master names followed by the reading of the Master in Visual Anthropology candidates. Following Dr. Lutkehaus, Dr. Ernest Greene will read the Master in Human Behavior candidates. Dr. Greene introduces Dr. Jennifer Swift.

- Dr. Swift reads the Graduate Certificate degree name followed by the reading of Geography undergraduate names. Then she will introduce the next department’s name reader, Dr. Macarena Gomez-Barris.

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

- You will be handed a couple of namecards at a time by a staff member standing to your left. 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 Economics Dept):

- Student wrote on namecard:
  - Name: Susie Smith
  - All majors: Economics, Neuroscience
  - All minors: Spanish

- You read:
  - Susie Smith, also majoring in Neuroscience 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.

- Once all of the graduates have processed, the staff member handing you cards will stop.

- 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 towards Bovard Auditorium.
GROUP 4 TIMELINE

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

8:30a.m  Main Ceremony procession begins

9:00 am  Commencement Ceremony begins
  Alumni Memorial Park

10:15 a.m.  Commencement Ceremony ends

  All faculty participating in the group 4 Satellite Ceremony move to Group 4 line-up area on Child’s Way
  - Faculty line-up on Childs Way close to Doheny Library.
  - Please check in with Ashley Cooper.
  - Procession to be led by ceremony officiant Vice Dean George Sanchez

11:00 a.m.  Group 4 Satellite Ceremony begins

  Department Receptions immediately follow the conclusion of Satellite Ceremony