Instructions for Group 1 Faculty Readers

- Proceed to the Child’s Way line-up area immediately after the Main Ceremony ends. Marsha Chavarria-Winbush 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 Peter Mancall concludes his remarks, Associate Dean Susan Kamei will read the PhD and Master names followed by the reading of the Master in Liberal Studies candidates. Following Assoc. Dean Kamei, Professor Brighde Mullins will read the Master in Professional Writing candidates.

- Assoc. Dean Kamei will introduce the next department’s name reader, Dr. Thomas Gustafson.

- 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: History, 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 on the script. PLEASE LEAVE THE MASTER SCRIPT AT THE PODIUM.

- Faculty will lead the recessional down the center aisle towards Bovard Auditorium.
GROUP 1 TIMELINE

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

8:30am    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 1 Satellite Ceremony move to Group 1 line-up area on Child’s Way
          • Faculty line-up on Childs Way close to Doheny Library.
          • Please check in with Marsha Chavarria-Winbush.
          • Procession to be led by ceremony officiant Vice Dean Peter Mancall

11:00 a.m. Group 1 Satellite Ceremony begins

          Department Receptions immediately follow the conclusion of Satellite Ceremony