MARSHALS’ INSTRUCTIONS

UNIVERSITY OF SOUTHERN CALIFORNIA

ONE HUNDRED THIRTIETH ANNUAL COMMENCEMENT

FRIDAY, MAY 17, 2013

Dr. John L. Callaghan
University Marshal
COLUMNS MARSHALS

The schools and departments in the six major columns are as follows:

**Column A – John Petruska**

A1 - Social Work;

A2 - Education; Music;

A3 - Cinematic Arts; Accounting

**Column B – Travis Williams**

B1 - Business (Graduate and Undergraduate);

B2 - Annenberg (Journalism and Communication)

**Column C – Robert Girandola**

Occupational Science and Occupational Therapy

**Column D – Bruce Zuckerman**

D1 - Law; Dentistry; Pharmacy; Biokinesiology and Physical Therapy;

D2 - Dental Hygiene; Public Policy;

D3 - Health Promotion; Physician Assistant

**Column E – David Howard**

E1 - College Group 1 [American Studies & Ethnicity, Art History, Classics, Comparative Literature, Creative Writing, East Asian Languages & Cultures, East Asian Studies Center, English, French & Italian, Gender Studies, History, Interdisciplinary Studies, Middle East Studies, Philosophy, Professional Writing, Religion, Slavic Languages & Literatures, Spanish & Portuguese];

E2 - College Group 3 [History, International Relations, Middle East Studies, Political Science]

**Column F – Surya Prakash**

F1 - College Group 2 [Biological Sciences, Chemistry, Earth Sciences, Environmental Studies, Human & Evolutionary Biology, Mathematics, Neuroscience, Physics & Astronomy];

F2 - Architecture; College Group 4 [Anthropology, Linguistics, Human Behavior, Psychology, Sociology, Spatial Sciences];

F3 - Fine Arts; Gerontology; Dramatic Arts; Engineering (Graduate)

F4 - Engineering (Undergraduate)
GENERAL INFORMATION

MARSHALS’ AIGUILLETTES & BATONS

Each Marshal will wear a cardinal and gold aiguillette pinned over the left shoulder, and carry a baton in their right hand. Both are available from your Commencement Coordinator. Return them BOTH to your Commencement Coordinator as soon as possible after the ceremony.

ACADEMIC REGALIA

All academic regalia has been ordered by, and may be picked up in the office of, each unit’s Commencement Coordinator. All regalia should be returned after the ceremony to the collection station in front of the University Bookstore. Aiguillettes must be returned to your unit’s Commencement Coordinator.

RESPONSIBILITIES OF THE MARSHALS

Marshals assist with the assembly, procession and recession of the university’s main Commencement ceremony and the satellite ceremonies.

• There are six Column Marshals who are responsible for supervising the formation of the candidates into columns by academic degrees as indicated in the Order of March (Columns A-F).

• The School Marshals will lead the candidates to their proper seats as indicated on the Processional Chart. Upon completion of the main ceremony, all groups will follow the Recessional Chart and proceed to their Satellite ceremony locations.

Marshals are to remain with the degree candidates assigned to them until they have reached their ultimate destination. The marshals will march throughout the columns and be seated within the rows occupied by their candidates.

The Column or School Head Marshal is responsible for reserving two seats at the front of the section for the unit’s flag and banner bearers.

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The School Head Marshal is also responsible for reporting an accurate head count of students participating in the main ceremony to their School Commencement Coordinator and/or Victoria Rizo (vrizo@usc.edu) by Monday, May 20.

This can be accomplished quickly by counting the number of rows occupied by students in your school. With few exceptions, all rows are made up of 14 seats.

This number is essential to planning and layout for future years.

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COMMENCEMENT MORNING COFFEE

Mr. Dan Stimmler and USC Hospitality have generously offered to again host a continental breakfast for all marshals prior to the commencement ceremonies in Nazarian Pavillion (behind Doheny Library) beginning at 6:30 a.m. All marshals are invited!

EMERGENCY SERVICES

The nearest emergency aid station will be the DPS Command Post by the Hahn Plaza fountain. The quickest way to contact them is to call the direct DPS emergency line at (213) 740-4321.

REMINDERS

Processional:

1. **Banner Bearers**: Banner bearers will assemble with their banner at the front of their school’s column by 7:45 a.m..
2. **Ph.D. Candidates**: Ph.D. candidates meet inside Bovard Auditorium by 8:00 a.m..
3. **Flag Bearers**: Flag bearers meet inside the lobby of Bovard by 8:00 a.m. with their flag.
4. **Faculty**: The general faculty assemble inside Bovard Auditorium by 8:00 a.m..

Recessional:

1. **Flag Bearers**: Flag bearers will process through Bovard and out the back door.
2. **Platform Party**
3. **Faculty**: Faculty will return to the inside of Bovard and may exit out the back door into Associates Park.
4. **President’s Guests**
5. **Ph.D. Candidates**: They will recess immediately after the faculty through Bovard and out the back door into Associates Park. **Biokinesiology & Physical Therapy follow the Ph.D. candidates into Bovard.**
6. **Banner Bearers**: Banner bearers will process with their school marshal(s) and fellow degree candidates to their satellite location.
7. **Half Century Trojans**
COMMENCEMENT TIMELINE

Thursday, May 16, 2013

12:30 p.m. Marshals meet in Alumni Park for final walk-through.

Friday, May 17, 2013

6:30 a.m. Continental breakfast available in Nazarian Pavilion

7:00 a.m. Head Column Marshals and School Head Marshals meet at Alumni Park Fountain to review seating areas

7:45 a.m. All marshals report to assembly locations

8:00 a.m. Marshals form processional columns

8:00 a.m. First group of president’s guests escorted to the reserved section

8:10 a.m. Marshals close column ranks, prepare to march

Second group of president’s guests escorted to the reserved section

8:15 a.m. Final group of President’s guests escorted to the reserved section

8:20 a.m. Marshals move columns to starting positions

8:30 a.m. Processional begins (on announcer’s cue)

8:35 a.m. Half Century Trojans exit Bovard (on cue)

8:40 a.m. Ph.D. candidates process from Bovard Auditorium (on cue)

8:45 a.m. Flag Bearers and Faculty Party exit Bovard (on cue)

8:55 a.m. Platform Party & President exit Bovard and head for the stage

ROTC Color Guard processes to fountain

9:00 a.m. Candidates in seats

Commencement program begins

10:15 a.m. Recessional

10:45 a.m. Most Satellite ceremonies begin
PROCESSIONAL INSTRUCTIONS

1) It is imperative that there be no gaps in the column.
2) Each column must be seated front to rear, entering rows in the direction indicated by the procession diagram. **NOTE: Not all rows enter to the right!**
3) School Marshals must keep the candidates marching and sitting briskly.

**COLUMN A**

Head Column Marshal Petruska

Enter the northwest corner of Alumni Park on Trousdale Parkway.

**Column A-1:** (Social Work) Enter the first aisle (on your right) between rows of chairs, proceed toward the stage to the hedge, and fill rows on the right side from front to rear. **Overflow seating is available in the section to your right.**

**Column A-2:** (Education followed by Music) Enter the second aisle, proceed towards the stage to the brick walkway, and fill rows on the right side.

**Column A-3:** (Cinematic Arts followed by Accounting) Enter the third aisle proceed towards the stage to the brick walkway, and fill the rows to the right of the aisle, from front to rear.

**COLUMN B**

Head Column Marshal Williams

Enter Alumni Park from the north side of Doheny Library; march west on Hellman Way.

**Column B-1:** (Business [MBAs enter first]) Proceed to the third aisle, turn left, proceed toward the stage to the brick walkway, and fill rows on the right from front to rear.

**Column B-2:** (Annenberg Journalism) Turn left at the second aisle, and fill rows on the right from front to rear.

**Column B-2 cont.:** (Annenberg Communication) Enter the first aisle on the left. Fill sections to the right and the left.

**COLUMN C**

Head Column Marshal Girandola

March west on Hellman Way, enter Alumni Park from the north side of Doheny Library, turn left on the diagonal brick walkway and proceed toward the fountain.

**Column C-1:** (Occupational Science & Occupational Therapy) Turn left at the second aisle and fill seats to the left. When full, fill from the first aisle to the seats on the left.
March west on Childs Way, enter Alumni Park from the south side of Doheny Library, taking the diagonal brick path. Column D-1 will not enter Alumni Park on this path but walk north in front of the library, turn left to head west towards the fountain.

Column D-1: (Law, followed by Dentistry [DDS], Pharmacy, Biokinesiology [Doctoral candidates only]; overflow seating behind Dental Hygiene in D-2.) Proceed to the southern (audience right) side of the rectangular seating area, and fill seats in the middle sections along the walkway, turning right into the seats. A UNIVERSITY EVENTS STUDENT WILL TELL YOU WHERE TO START SEATING, leaving seats in the front for the Ph.D.s. **The Ph.D. candidates will march from Bovard after the other columns are seated.**

Column D-2: (Dental Hygiene) Proceed down the diagonal walkway on the southern side of Doheny and turn right toward the stage at the third aisle, and fill sections to the left.

Column D-2 cont.: (Public Policy) Turn down the second aisle and fill sections to the left.

Column D-3: (Health Promotion followed by Physicians Assistant). Enter the first aisle on the right and fill to the left.

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**COLUMN E**  
Head Column Marshal Howard

March west on Childs Way.

Column E-1: (College Group 1) (These students should be lined up two abreast). The row of students closest to Doheny Library will turn right down the first aisle and fill seats to the right. The second row of students (those furthest away from Doheny) will proceed to the second aisle turn right and fill seats to the right.

Column E-2: (College Group 3) Continue down Childs Way to the third aisle on the right, enter and fill the chairs to the right.
March north on Trousdale Parkway then turn east/right on Childs Way, just past the jumbotron.

**Column F-1:** (College Group 2) Proceed east on Childs Way to third aisle between chairs on the left. Fill seats to the right from the front to back.

**Column F-2:** (Architecture followed by College Group 4) Proceed down the second aisle and head toward the front, filling rows to the right, front to back.

**Column F-3:** (Fine Arts, Gerontology, Dramatic Arts, Engineering Graduate) Turn left down the first aisle and proceed to the front. Fill rows to the right from front to back.

**Column F-4:** (Engineering Undergrad) Proceed to the diagonal brick pathway (closest to audience seating) and fill rows to the right from front to back. Overflow seating is available in the back of the section to your right.
RECESSIONAL INSTRUCTIONS

After singing the Alma Mater, all graduates will remain standing. The recessional march is led by President Nikias and the platform party, then the faculty, and then the president’s guests. When the faculty column reaches the fountain, all other columns will begin to march.

**The order of departure is: last in, first out**

**COLUMN A**
Head Column Marshal Petruska

Column A-1: (Social Work) Exit (north) on Trousdale to 34th Street and disperse past VKC.

Column A-2: (Music followed by Education) Remain in place until Column A-1 has cleared the aisle and then follow behind Column A-1 to north Trousdale. Music continues on to the Ramo lawn.

Column A-3: (Accounting followed by Cinematic Arts) Remain in place until Columns A-1 and A-2 have cleared the aisle, then proceed out the same way you entered. All students will head north on Trousdale and disperse by Waite Phillips Hall.

**COLUMN B**
Head Column Marshal Williams

Column B-1: (Business) Exit east on Hellman Way, toward McCarthy Quad. (Undergraduate Business students should head to Gate 3 to cross to the Galen Center)

Column B-2: (Annenberg) (Annenberg Communication) Return to McCarthy Quad for satellite ceremony. (Annenberg Journalism) Exit east on Hellman Way following Communication to McCarthy Quad. Turn right behind the library to enter Argue Plaza.

**COLUMN C**
Head Column Marshal Girandola

Column C-1: (Occupational Science & Occupational Therapy) Exit east on Hellman Way to McCarthy Quad. From there, turn left (north) to the lawn west of Leavey Library.
COLUMN D
Head Column Marshal Zuckerman

COLUMN D-1 WILL EXIT ONLY AFTER THE PLATFORM PARTY, PRESIDENT’S GUESTS AND FACULTY HAVE EXITED!

Column D-1:
(Law, Pharmacy) Exit along the front of Doheny to Childs Way, and turn left (towards the Alumni House). March to the end of Childs Way and disperse.
(Dentistry) Exit along the front of Doheny to Childs Way, turn left (towards the Alumni House). March to the back of Doheny and turn left. Head north to McAlister Field.
(Biokinesiology) Follow the Ph.D. graduates back into Bovard auditorium.

Column D-2: (Dental Hygiene) Exit to Childs Way and turn left (east). March to the back of Doheny and turn left. Head north to McAlister Field.

Column D-2 cont.: (Public Policy) Proceed southeast down the diagonal walkway to Childs Way, turn left, and continue to Pardee Way (Lewis Hall).

Column D-3: (Physician Assistant followed by Health Promotion) Proceed southeast down the diagonal walkway to Childs Way. Enter walkway next to Town and Gown.

COLUMN E
Head Column Marshal Howard

Column E-1: (College Group 1) Exit to Childs Way. March to the Alumni House and return to Alumni Park for ceremony after park is clear.
Column E-2: (College Group 3) Follow after LAS Group 4 in Column E-1 east on Childs Way towards Alumni House. Turn left behind Doheny and head north to the Shrine.

COLUMN F
Head Column Marshal Prakash

Column F-1: (College Group 2) Exit south on Trousdale. Turn right on Downey Way (just past the Tutor Center). Turn right on McClintock to Howard Jones Field.

Column F-2: (College Group 4 followed by Architecture) Follow F-1 out of Alumni Park, going south on Trousdale. College Group 4 turns right on Downey Way to Lot 6. Architecture makes a u-turn by the Tutor Center and head north. Turn left at Tommy Trojan, and right behind Bovard to Founders Park.

Column F-3: (Engineering Grad, followed by Dramatic Arts, Gerontology and Fine Arts) Exit south on Trousdale. Engineering Grad disperse at Zumberge Hall. Dramatic Arts turns right on Downey Way and then right on Watt Way to the back of Bing Theatre. Gerontology turns right on Downey to the back of Tutor. Fine Arts turns right on Bloom Walk, left on Watt Way and right on 37th to Parkside courtyard.

Column F-4: (Engineering Undergrad) Exit south on Trousdale. Cross Exposition to Expo Park.