Instructions for Group 4 Faculty Readers

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

- Line-up on the northside of Ray Irani Hall. Kim Allen 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 Dani Byrd concludes her remarks, Gary Seaman will read the PhD and Master student names.

- Dr. Seaman will introduce the first department’s name reader, Dr. Jerald Jellison. After Dr. Jellison is done reading his department’s 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.

- A staff member will hand the graduate’s 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 Sociology Dept):
  - Student wrote on namecard:
    - Name: Susie Smith
    - All majors: Sociology, 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 on the script. PLEASE LEAVE THE MASTER SCRIPT AT THE PODIUM.

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

8:30 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 4 Satellite Ceremony move to Group 4 site at Lot 6
- Faculty line-up on the northside of Ray R. Irani Hall.
- Please check in with Kim Allen
- Procession to be led by ceremony officiant Vice Dean Dani Byrd

10:45 a.m. Group 4 Satellite Ceremony begins

Department Receptions immediately follow the conclusion of Satellite Ceremony