Dear USC Dornsife faculty,

Thank you for participating in Commencement! Your job as a name reader is very important and we would like to help prepare you for the big day. Below you will find information regarding the USC Dornsife Satellite Ceremonies, including instructions, a timeline and faculty participation listing. Attached is the script for your reference.

This information and more is available on the Commencement website: www.dornsife.usc.edu/commencement

**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, Associate Dean Richard Fliegel will read the PhD and Master names followed by Dr. Eugene Cooper reading the Master in Visual Anthropology candidates and Dr. Ernest Greene reading the Master in Human Behavior candidates. Dr. Greene introduces Dr. Jennifer Swift.

- Dr. Swift reads the Geography undergraduate names. Then she will introduce the next department’s name reader, Dr. Lanita Jacobs.

- 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.

**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

10:10 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

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

Department Receptions immediately follow the conclusion of Satellite Ceremony

**GROUP 4 SATELLITE CEREMONY**

**Group 4: Alumni Park**
*Faculty line-up on Childs Way close to Doheny Library. Please check in with Ashley Cooper.*

**Officiant: Vice Dean George Sanchez**

**Marshals:** Eugene Cooper (Anthropology/Archeology/Health and Humanity), Jennifer Swift (Geography/GIST), John Wilson (Geography/GIST), Thomas Gustafson (American Studies and
<table>
<thead>
<tr>
<th>Departments (in order of procession):</th>
<th>Faculty Readers:</th>
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<tbody>
<tr>
<td>PhD Graduates</td>
<td>Richard Fliegel</td>
</tr>
<tr>
<td>Masters Graduates</td>
<td>Richard Fliegel</td>
</tr>
<tr>
<td>Masters in Visual Anthropology</td>
<td>Eugene Cooper</td>
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<tr>
<td>Master in Human Behavior</td>
<td>Ernest Greene</td>
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<tr>
<td>Geography</td>
<td>Jennifer Swift</td>
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<td>American Studies and Ethnicity</td>
<td>Lanita Jacobs</td>
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<td>Health &amp; Humanity</td>
<td>Eugene Cooper</td>
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<td>Archaeology</td>
<td>Eugene Cooper</td>
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<td>Anthropology</td>
<td>Eugene Cooper</td>
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<td>Sociology</td>
<td>Jody Vallejo</td>
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<td>Economics</td>
<td>Simon Wilkie</td>
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<tr>
<td>Psychology honors</td>
<td>JoAnn Farver</td>
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<td>Psychology</td>
<td>Frank Manis</td>
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