

DECEMBER 2017 COMMENCEMENT INSTRUCTIONS FOR FACULTY

General Instructions

Please read these Commencement Instructions carefully as there is **no rehearsal** for Commencement.

During Commencement, all degree candidates (undergraduate and graduate) will be recognized individually while walking across the stage to receive a diploma cover. Candidates will be seated by degree, not alphabetically.

The doors at Pershing open at 9:30 a.m. for family seating on a first-come, first-seated basis.

The Registrar's Office staff will be in purple Truman State University shirts and black slacks. Our shirts will have Registrar's Office embroidered on them with our names underneath. Please look for us if you need anything the day of Commencement.

PROCESSION

Degree Candidates

Degree candidates will assemble in academic dress on Saturday, December 16, in Small Gym in Pershing by 10:00 a.m. Candidates will be seated by degree, not alphabetically. At the appropriate time, the Grand Marshal will declare that the "ranks are closed" and anyone not in place will be excluded from the graduation procession.

Faculty Members

Faculty members will assemble in academic dress on the third floor of Pershing at 10:30 a.m. There will be two staff members available to help with robing, questions, etc.

Academic Procession

Faculty will follow two Junior Marshals down the back stair well to the second floor. The Platform Party will be waiting on the second floor and the faculty will proceed behind the Platform Party (led by the Grand Marshal).

Degree candidates will follow the Marshal and the Junior Marshals out of the Small Gym behind the faculty.

The Marshal, Junior Marshals, Platform Party, Faculty and Degree Candidates will enter Pershing Arena through the north doors on the east side of the arena.

Procession Order

The academic procession will be in the following order:

Truman State University ROTC Color Guard
Grand Marshal
Susan Thomas, President, and Janet Gooch, Executive Vice President for Academic Affairs and Provost
Commencement Speaker
Members of the Board of Governors
Vocalist
Faculty Reader
Two Junior Marshals
Administration
The Faculty
Vaughan Pultz, University Marshal
Two Junior Marshals
Candidates for Master of Accountancy Degree
Candidates for Master of Arts Degree
Candidates for Master of Arts in Education Degree
Two Junior Marshals
Candidates for Bachelor of Fine Arts Degree
Candidates for Bachelor of Music Degree
Candidates for Bachelor of Science in Nursing Degree
Candidates for Bachelor of Arts Degree
Two Junior Marshals
Candidates for Bachelor of Science Degree

Granting of Degrees

Degrees will be granted as follows:

All undergraduate degree candidates will rise at the request of Provost Coughlin and remain standing while the degree is conferred en masse by President Thomas. After the degree is conferred en masse, all undergraduate degree candidates will proceed to the stage to be recognized individually and receive their diploma cover.

Undergraduate degree candidates will be recognized in the following order:

Group 1: Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science in Nursing, and Bachelor of Arts

Group 2: Bachelor of Science

After the degree is conferred en masse Group 1 students will be requested to proceed to the stage to receive their diploma covers. Group 2 students will sit and remain seated until Group 1 students receive their diploma covers and are seated. Group 2 will then be asked to proceed to the stage to receive their diploma covers.

After all the undergraduates receive their diploma covers, all masters degree candidates will rise at the request of Provost Gooch and remain standing while the degree is conferred en masse by President Thomas. After the degree is conferred en masse, all master degree candidates will proceed to the stage in one file to be recognized individually and to receive their diploma cover.

Recession

Participants will depart in the following order during the playing of the recessional:

- Individuals seated on the platform
- Administration and Faculty
- Masters degree recipients
- Undergraduate degree recipients

We will have ROTC cadets lined up in the back of Pershing arena to keep the crowd down so the recessional can move easily out to the foyer.

Reception

Immediately following the Commencement ceremony, the University will host a reception in the HUB area of the Student Union Building (SUB). This reception is for all students, family members, guests, faculty, staff and administration. Light refreshments will be provided.

MISCELLANEOUS INFORMATION

Parking

Parking will be available in the Ryle Hall parking lot, Pershing Building parking lot and in the lots on Franklin Street directly across from Pershing Arena.

Guest Seating

There is NO reserved seating for guests. Seating is first-come, first-seated. Pershing opens at 9:30 a.m. for seating.

Local Broadcast of Commencement

Truman State University Department of Communication will live stream the ceremony on the Truman website.

Questions

Please contact the Registrar's Office, McClain Hall 104 at registrar@truman.edu (subject line Commencement Questions) or (660) 785-4143, with any questions concerning Commencement.