

M E M O

April 25, 2014

TO: 2014 Graduates and Faculty

FROM: Kristi Lawrence Wilkerson '99,
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RE: 2014 Baccalaureate and Commencement Information

Below please find important information and reminders regarding the 2014 Baccalaureate and Commencement exercises. **PLEASE READ CAREFULLY** and let me know of any questions.

GENERAL INSTRUCTIONS

1. You should have already ordered your academic regalia. If not, check immediately with the College Bookstore. Please make certain your gown is pressed and neat. (Men should wear dark shoes, if possible; women should wear white or black.) Regalia is now available for pick up at the College Bookstore. (The Bookstore will be open Friday, May 9, 8:00 - 4:30 and Saturday, May 10, 9:00 - 1:00.) **NOTE:** Academic hoods are loaned by the College to honor undergraduates for use during the commencement ceremony and for picture-taking afterward. These hoods are to be returned to the table in the corridor between the gym lobby and the campus center near the security office by 12:30 p.m. on Saturday.
2. Academic regalia (cap and gown) will be worn for both Baccalaureate and Commencement. Honor cords will be worn *only* at Commencement--not at Baccalaureate.
3. According to College policy, **YOUR NAME MUST APPEAR IN THE PROGRAM FOR YOU TO BE ELIGIBLE TO PARTICIPATE IN THE COMMENCEMENT EXERCISES.**
4. There will be a procession and a recession for both events. All processions and recessions are led by the faculty marshals.
5. Traffic flow and seating for the faculty and the Class of 2014 will be directed by the marshals. They will guide any necessary change in procedure due to inclement weather or other factors. The marshals' chairs will be designated in all seating areas.
6. The marshals will have a listing of all participants for the platform party, faculty, and graduate lines. It is imperative that all degree recipients be in **CORRECT ORDER** for the Commencement exercises to insure the receipt of their own diplomas. The listing will be printed in the Commencement program.
7. Please **LINE UP PROMPTLY--KEEP LINES MOVING AND IN PROPER ORDER** for all processions and recessions.

Reminder: ALL UNDERGRADUATE HONOR HOODS, "LOANER" DIPLOMA COVERS AND INCORRECT DIPLOMAS MUST BE RETURNED TO THE TABLE IN THE CORRIDOR BETWEEN THE GYM LOBBY AND THE CAMPUS CENTER BY 12:30 P.M. ON COMMENCEMENT SATURDAY.

BACCALAUREATE

Friday, May 9, 2014, 8:00 p.m., Wesley Chapel

ASSEMBLING — PLEASE DO NOT BE LATE

Graduates: Assemble at 7:45 p.m.: seniors in choir, followed by class officers, followed by other graduates by degree and in alphabetical order facing the Chapel, on the long walk from Benedum Residence Hall toward the Chapel. Marshal and Dean of Student Development Julia Keehner will lead all undergraduates beginning with the B.A. and B.M.E. groups. Marshal Bert Popson will lead the B.S., B.S.A.T. and B.S.N. groups. Marshal Devon McNamara will be the last to enter.

Master Graduates: Assemble at 7:45 p.m. in front of Christopher Hall, on the sidewalk. Marshal Debbie Bush will lead the Five-Year M.B.A., M.B.A., Five-Year M.Ed., M.Ed., M.F.A., M.S.A.T., and M.S.N. groups.

Trustees and Faculty: Assemble at 7:45 p.m. on the lower patio in front of Wesley Chapel, facing the John Wesley statue--faculty in order by professorial rank and date of appointment. Marshals Joe Wiest and Paula McGrew will assist you.

Platform party: Assemble at 7:45 p.m. on the front patio of Wesley Chapel, including Cross bearer Debra Dean Murphy, Mace bearer Rich Calef, and Marshals Stephen Cresswell and Karen Petitto.

In case of inclement weather--assembling points for Baccalaureate will be as follows: **PLATFORM PARTY** in Chambers Lounge; **TRUSTEES AND FACULTY** in Kresge Hall (basement of the Chapel); **GRADUATES**--B.A. followed by B.M.E. in main hallway, first floor of the Administration Building facing Library; B.S. followed by B.S.A.T. and B.S.N. degree groups in main hallway, second floor of the Administration Building, facing Jenkins Hall; **SENIORS IN CHOIR, CLASS OFFICERS, FIVE-YEAR M.B.A, M.B.A., FIVE-YEAR M.Ed., M.Ed., M.F.A., M.S.A.T. and M.S.N. degree groups** in the Narthex Lounge (basement level of the front of the Chapel).

TRAFFIC FLOW INSTRUCTIONS

PROCESSION--enter double line, center aisle of the sanctuary, until you reach the seating area. Bear left and right entering designated rows. Marshals will provide direction.

IF RAINING--enter from Martin Religious Center, go up outside aisles to rear of sanctuary and then proceed down the center aisle.

RECESSION-- exit double line center aisle going all the way down to the fountain oval.

IF RAINING--reverse entrance procedure to arrive back in Martin Religious Center.

SENIORS IN CHOIR at Baccalaureate will assemble at the front of the senior lineup. Proceed to the choir loft and remain during the program. Recess following the Platform Party--holding at the foot of the chancel steps until the faculty has recessed--then lead the graduates out.

COMMENCEMENT

Saturday, May 10, 2014, 10 a.m., John D. Rockefeller IV P.E. Center

ASSEMBLING — PLEASE ARRIVE PROMPTLY.

Master Graduates: Assemble at 9:15 am by degree and in alphabetical order in front of the Annex Building, on the sidewalk that goes to the Library.

Master Graduates will process first followed by senior class officers and graduating seniors as listed in the program. Honor graduates--Summa Cum Laude, Magna Cum Laude and Cum Laude--will line up and receive their diplomas first in their degree groups as they appear on the printed program. Class officers will fall in line alphabetically with their degree group later in the program as the line forms to receive diplomas.

Graduates: Assemble at 9:00 promptly--by degree and in alphabetical order--on Senior Walk in front of and facing the Administration Building.

Marshal Bush will begin the procession by leading the Master graduates as the first left cohort joining the undergraduates below as led by Marshal Keehner.

FACING THE ADMINISTRATION BUILDING	
LEFT	RIGHT
B.S. degree recipients: Marshal Keehner will direct--single line.	B.A. degree recipients: Marshal McNamara will direct--single line.
B.S.A.T. degree recipients: Marshal Keehner will direct—single line.	B.M.E. degree recipients: Marshal McNamara will direct--single line.
B.S.N. degree recipients: Marshal Keehner will direct--single line.	

Faculty: Please assemble promptly at 9:30 a.m. --by professorial rank and date of appointment in the circle between the Administration Building and the Annex Building.

Platform Party: Please assemble at 9:30 a.m. on the patio between Martin Religious Center and Atkinson Auditorium.

Assembly points for Commencement in inclement weather--P. E. Center--PLATFORM PARTY in the Bobcat Lounge (formerly the P.E. Library); **FACULTY** in Auxiliary Gym; **GRADUATES** in the Green Room, lower level of P. E. Center--B.A. and B.M.E. degree groups on right side (next to Campus Center); M.S.N., M.S.A.T., M.F.A., M.Ed., Five-year M.Ed., M.B.A., Five-Year M.B.A., B.S., B.S.A.T., and B.S.N. degree groups on left side (next to Health Center).

TRAFFIC FLOW INSTRUCTIONS

PROCESSION--Marshal Keehner and Marshal McNamara will be the Marshal for all undergraduates. Marshal Bush will be the Marshal for all master graduates. Groups will form single lines by degrees--march double line Five-Year M.B.A., M.B.A., Five-Year M.Ed., M.Ed., M.F.A., M.S.A.T., M.S.N., B.S., B.S.A.T., B.S.N., B.A., B.M.E.) around the Administration Building (to the left) behind faculty, process to the Rockefeller Center--enter main door--proceed double line into seating area--be seated left and right as shown on diagram. Please **MAKE CERTAIN THAT NO SEATS ARE LEFT EMPTY.** Choir and Band members will continue down the aisle past the graduate

seating area to join their ensembles, and then later fall in line alphabetically with their degree group as the line forms to receive diplomas.

AWARDING OF DEGREE— Academic Dean Boyd Creasman will call on the degree candidates to stand. President Balch will confer the degrees, after which the Marshal will escort the group to the platform where the diploma is received from the President. (Seniors in the Choir and Band and class officers must get in line alphabetically by degree when the line forms to receive degrees). Honor (Summa Cum Laude, etc.) graduates will have academic hoods placed on them by Marshal Mallory as they proceed up the ramp to receive their diploma. (Stand on the X at the bottom of the ramp to be hooded). M. B. A. and Five-Year M.B.A. grads will have hoods placed on them by Dr. Susan Aloï. M.Ed. and Five-Year M.Ed. grads will have hoods placed on them by Dr. Lynn Rupp. M.F.A. grads will have hoods placed on them by Ms. Jessie van Eerden. M.S.A.T. grads will have hoods placed on them by Dr. Dan Martin. M. S. N. graduates will have hoods placed on them by Dr. Susan Leight. A marshal will direct graduates as they proceed down the ramp to return to their seats. Please stand on the X at the bottom of the ramp to be hooded.

B.A. group--exit to the right following marshal's direction--line up in the hallway in front of the Handball Courts--go across the platform, around in front, down center aisle, back to the same row, same seat--**BE SEATED**.

B.M.E. group—fall in line behind the B.A. group and follow same procedure.

B.S. group--exit to the left, around through the hallway in front of the Handball Courts--go across the platform, around in front, down center aisle, back to the same row, same seat--**BE SEATED**.

B.S.N. group--fall in line behind the B.S. group and follow same procedure.

Five-Year M.B.A., M.B.A., Five-Year M.Ed. M.Ed., M.F.A., M.S.A.T., and M.S.N. groups--exit to the left, go forward to the right and cross in front of the seating area, up the right aisle--go across the platform, around in front, down to center aisle, back to the same row, same seat--**BE SEATED**.

RECESSION--exit double line--center aisle--students following Platform Party and Faculty. (Choir and band members wait until Platform Party and Faculty have moved out, then proceed to the center aisle and fall in line behind the other graduates.) Faculty will form two lines on walkway in front of P. E. Center for graduates to pass between--exiting toward Chapel Mall. **IT IS ESSENTIAL FOR SMOOTH FLOW FROM THE ROCKEFELLER CENTER THAT FACULTY MAINTAIN TWO LINES AND THAT ALL STUDENTS WALK ALL THE WAY THROUGH THE FACULTY LINES AND TO THE END OF THE WALK WITHOUT STOPPING.**

IF RAINING--proceed back to Green Room (lower level) where you lined up. To avoid congestion in halls and stairways, do not stop to visit until you reach the dispersal point downstairs.

Reminder: ALL UNDERGRADUATE HONOR HOODS, "LOANER" DIPLOMA COVERS AND INCORRECT DIPLOMAS MUST BE RETURNED TO THE CORRIDOR BETWEEN THE GYM LOBBY AND THE CAMPUS CENTER BY 12:30 P.M. ON COMMENCEMENT SATURDAY.

**** Note: All graduates are asked to remain in their seats throughout the entire ceremony. Please make all stops for the restroom, for water, etc. before line-up. Thank you! ****