

TO: Graduating Students  
FROM: Robert S. Bristow  
DATE: April 2008  
RE: COMMENCEMENT 2008 – Saturday May 17, 2008, 10:30 a.m. sharp

Here is just about everything you need to know for Commencement. On the other side is a memorandum from Professor Pilver, the Grand Marshal, which contains important instructions concerning the assembly and processional for Commencement. **PLEASE READ THIS INFORMATION CAREFULLY. THE SUCCESS OF COMMENCEMENT DEPENDS UPON YOUR KNOWING WHAT TO DO. Save this information.**

1. There is no reserved seating for guests nor is there a limit on the number of guests you can bring. Seating is on a first-come, first-served basis. Invitations (four per student) are available through the Salute to Seniors on April 30th in the Bookstore. However, these are intended as a "keepsake" and are not necessary for admission. Caps and gowns are also available in the Bookstore. Letters to your families with this information have already been sent.

2. There will be a **REHEARSAL on Friday, May 16, at 12:00 noon which will begin in the Wilson/Savignano Auditorium A, B, and C and then move to the tent. ALL GRADUATING STUDENTS ARE EXPECTED TO ATTEND.** The rehearsal should last about 90 minutes.

3. You may be able to participate in Commencement even if you will not have completed 120 credits at the end of the semester. You must have completed at least 114 credits, be within two courses of completing all degree requirements, and have overall and major cumulative quality point averages of at least 2.0. You must file a **Petition to Participate** request to the Department of Academic Achievement for permission to participate if you have not done so already and anticipate being short of credits. Questions? Visit the Department of Academic Achievement in Parenzo 102.

4. **On Commencement morning, report to the roadway in front of Parenzo and Scanlon Halls beginning at 9:30 a.m. and NO LATER THAN 10:00 a.m. to receive your name card from your department chair. DON'T BE LATE!** This is the card that is read when you proceed across the platform. **No card, no name.** After receiving your card, stay by your department sign in preparation for the processional. **Assembly for the processional is by degree, and within degree, by major.** It is important that you stay with your major department. See Professor Pilver's memorandum for detailed instructions. If it is raining, we will assemble in Parenzo Hall and gym.

5. When you cross the platform to receive your degree, you will actually only receive a diploma cover. **The diploma for those who have completed all requirements and have no outstanding obligations will be mailed to you after Commencement.**

**One final word. This is a day of celebration, let's make this a fun day for all and be courteous to your fellow classmates, and to our guests and neighbors along Western Avenue.**

**OVER FOR PROFESSOR PILVER'S MEMORANDUM**

To: Graduating Students, Faculty and Administrators

From: Erika E. Pilver, Grand Marshal

Subject: **Commencement 2008 – Saturday May 17, 2008, 10:30 a.m. sharp!**

Beginning at 9:30 a.m. **and no later than 10:00 a.m.**, students should assemble along the roadway in front of Parenzo and Scanlon Halls. **Name cards** will be available for graduates under the signs for each major, which will be located on both sides of the roadway. Go to the sign indicating your major and the department chair or faculty member will have your name card. Hold onto this card as you will need to present it to the reader at the microphone when you are going across the platform during the program. No card, no name is read. If you have two majors, the card will be found for the "first major." You may march with either major, but only one. If you are an honors graduate, you will be directed to Parenzo Hall Room 108 to receive an honors tassel for your cap at this time.

Once you have received your card, **STAY BY YOUR SIGN FOR THE PROCESSIONAL**. You will be following your chair and designee in rows of two. Below is some help in looking for your department sign.

Bachelor of Science Candidates: (Biology, Business Management, Computer Information Systems, Computer Science, Criminal Justice, Environmental Science, General Science, Movement Science, and Regional Planning majors) **On the Parenzo Hall side of the roadway, starting at the front steps**. In the case of rain, assemble in Parenzo Gym by the north door.

Bachelor of Science in Education Candidates: (Early Childhood Education, Elementary Education, Occupational Education, and Special Education majors) **On the Scanlon Hall side of the roadway, behind the BS candidates. You will follow the BS candidates into the tent!** In the case of rain, assemble in Parenzo Gym behind the BS candidates.

Bachelor of Arts Candidates: (Art, Economics, English, History, Liberal Studies, Communication, Mathematics, Music, Political Science, Psychology, Sociology and Theatre Arts majors) **On the Western Avenue side of the roadway, beside the BS candidates. You will follow the BSE Candidates into the tent.** In the case of rain, assemble behind the BSE candidates and down the Parenzo hallway toward Western Ave.

Bachelor of Social Works Candidates: (Social Work) **On the Western Avenue side of the roadway, behind the BA candidates. You will follow the BA Candidates into the tent.** In the case of rain, assemble behind the BA candidates and extend down the Parenzo hallway toward Western Avenue.

**Faculty and administrators will assemble in Wilson Hall Quixote's by rank. Assembly should be no later than 10:15 a.m. Faculty and Staff Marshals will guide you. The platform party will assemble in the Scanlon Living Room.**

**The Processional will be in the same order described above in 2 rows. That is, first the BS candidates enter the tent center in a row of two, followed by the B.S.E., B.A., B.S.W, faculty, administrators and finally the platform party.**

**IN CASE OF RAIN, assembly for the processional will be as noted above for students and in the Commuter Cafeteria for faculty and administrators.**

**OVER FOR DR. BRISTOW'S MEMORANDUM**