



VCU

Graduate School

The Graduate School would like to congratulate you on the completion of your doctoral studies! We hope that you will be able to participate in this year's Commencement activities. Please review the following information carefully, as it includes instructions that you must follow in order to be recognized personally during the VCU Commencement on Saturday, May 13, 2017, at the Richmond Coliseum.

Before May 8, 2017:

There are several things that need to be done through our office before Commencement. If you, or a family member, need special accommodations, please contact Jennifer Tennison so that the necessary arrangements can be made. If you are concerned about the pronunciation of your name, please contact Jennifer Tennison with the correct pronunciation or complete our form:

<https://goo.gl/forms/DWPmLjKGIRcChAcu2>

Jennifer Tennison is located in the Blair House, 408 W. Franklin St., Room 113. She can be reached by phone at (804) 828-2233 or by e-mail at tennisonj@vcu.edu.

Saturday, May 13, 2017: Arrival and lining up for the Commencement Ceremony

Report to the Richmond Coliseum by **8:45 a.m.** Use the 5th Street entrance. Signage in the halls will direct you to the robing area for Ph.D. and Ed.D. candidates. Please be sure to check in with Jennifer Tennison as soon as you arrive. ***You cannot arrive late and place yourself in line.*** The Alumni Association will have a photographer who will take your picture prior to the start of the ceremony. (Proofs will be sent to you within 10 days.)

After checking in, you will receive a numbered card with your name printed on it. Candidates will be presented in alphabetical order by school/department. Place yourself in line according to the number printed on your card. The order of the line will change if advisors have multiple students to hood. Please be patient and plan to stay in line once you have been placed.

Advisors will be asked to join their advisees on stage. Please let our office know who your advisor is so we can invite them to attend commencement. If an advisor has more than one student participating in commencement then all of his/her students will be hooded with the first student in line (this may change your line placement). If your advisor cannot attend commencement with you, please arrange for an alternative advisor such as advisory committee member. If you are alone the honorary marshal will accompany you on stage.

Dr. Mark Schaefermeyer, Associate Dean of the Graduate School, will be your marshal. Please follow his lead at all times!

NOTE: You MUST be in line with your numbered card by 9 a.m.

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Marching into the Coliseum and during the Ceremony:

March in with your hood draped over your left arm with the front of the hood pointing. Wear your mortar board centered on your head, **tassel to the left**. Traditionally, men remove their mortar boards for the invocation and keep them off during the address. Follow the lead of your marshals. Mortar boards are put back on when the awarding of the degrees begins.

Dr. Schaefermeyer will stand, signal you to stand as a group and then lead you to the steps at the stage (student first, advisor follows). Pause at the top of the steps and hand your card to Dr. Schaefermeyer. He will announce your name and you will walk the few steps with your advisor following. Dr. Boudinot will take your hood from your arm and place it over your head. Turn and face the audience while you are being hooded. Walk to the other side of the stage where President Rao will shake your hand. Proceed across the stage, down the steps and return to your seat.

Enter your row as you did when you first entered the Coliseum. Remain standing at your seat until all doctoral candidates have been hooded. Dr. Schaefermeyer will give the signal to be seated.

At the end of the ceremony Dr. Schaefermeyer will lead you off the floor.

Seating in the Richmond Coliseum:

A layout of the Coliseum floor has been attached to this letter. Doctoral candidates enter the Coliseum using entrance 30L. Section 16L is reserved for guests of the President. You will march across the stage from right to left. Sections 2L, 3L, 14L and 15L are good sections to recommend to your guests for seating. **Please be aware that seating is on a first-come basis, and the best seats go fast.**

If you have any other questions, please feel free to contact Jennifer Tennison.

Again, congratulations on the completion of your doctoral program at VCU!

Sincerely,



F. Douglas Boudinot, Dean
Graduate School