Graduate Commencement Guidelines

May 2019
Agenda

1) Welcome, Dr. Walter Rankin, Vice Provost for Graduate, Continuing, and Professional Studies

2) “Setting the Stage”

3) Overview of the Weekend

4) NEW! Graduate Reception

5) Social Media

6) Commencement Day Instructions, Dr. John Miecznikowski, Assoc. Professor of Chemistry, Marshal-in-Chief

7) Severe Inclement Weather Plan

8) Emergency Evacuation Plans

9) Frequently Asked Questions

10) Alumni Association Welcome, Mr. John Pagano, MBA’04, MS’06
Welcome – Instructions +

- Commencement Tickets (*Registrar’s Office*)
- Financial Aid
- Bursar
- Career Services
- Alumni Association
- GradImages - LinkedIn, cap/gown photos – Enter raffle for **two $50 coupons** at each meeting!
- Bookstore in Barone Campus Center - Open until 7:30pm (cap/gown pick-up)
- Food, drink, and comradery
“Setting the Stage”

• The day depends on you to make it extraordinary.
• A joyous, Sunday family event
• The Ignatian way, “be in the moment”
# Schedule Overview

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 15</td>
<td>Graduate School of Education &amp; Allied Professions Reception</td>
<td>6 p.m.</td>
<td>8 p.m.</td>
<td>Dolan School of Business Dining Room</td>
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<td>Saturday, May 18</td>
<td>Egan School of Nursing and Health Studies Graduate Program</td>
<td>10 a.m.</td>
<td>12 p.m.</td>
<td>Quick Center</td>
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<td>Sunday, May 19</td>
<td>Graduate Commencement Exercises</td>
<td>3:00 p.m.</td>
<td>4:30 p.m.</td>
<td>Bellarmine Lawn (Rain Location: Alumni Hall)</td>
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<tr>
<td>Sunday, May 19</td>
<td>Graduate Reception</td>
<td>4:30 p.m.</td>
<td>6:00 p.m.</td>
<td>Barone Campus Center, Oak Room</td>
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New! Graduate Reception

• Procession to the Barone Campus Center, Oak Room
• Prosecco and light hors d’oeuvres
• Photographer with back-drop
• Lucas will be there!
• Diploma Pick-Up
• Diploma Frames -> Bookstore in Barone Campus Center
Social Media

- #StagGrad
- #FairfieldU

- Graduation Photos by GradImages.com (facial recognition software!)

- New Commencement phone app:
  - From the app store, install FairfieldU
  - Select Commencement from menu
Commencement Day Instructions

• Commencement Day is **Sunday**, May 19.
• **Arrive** to your classroom on Sunday at **1:30pm**.
• Remember regalia, cap, tassel **AND** hood.
• Wear comfortable **shoes** and **sunscreen**.
• Classroom Assignments: **Bannow Science Center** building
• Go to [www.fairfield.edu/commencement](http://www.fairfield.edu/commencement) to Procession Instructions for classroom assignment on **Friday afternoon**.
• **Check in** with your Faculty Marshal.
• Review your index card: verify the **pronunciation** on your card.
• Complete the back of the card to receive communication from **GradImages** about your photos. The Marshal will retain your card.
Commencement Day Instructions

• Stay in your classroom and learn your **assigned spot in line**; remember who is in front and back of you. Stay with your group and Faculty Marshal.

• **Food and drink** will be in the room.

• Make sure all **restroom** visits are taken care of!

• Obtain a **paper towel** to dry off your seats on the lawn if there is rain.

• You cannot bring **bags** onto the lawn; do not leave valuables in the classroom.

• **Ponchos** will be available at the exits of Bannow and Nursing and Health Studies, if needed.

• **Water** is at every chair on Bellarmine Lawn.
Comencement Day Instructions

• Wear your **tassel on the right** side of your cap.

• **DNP** graduates should carry hoods over their **left arm**. They are hooded on stage. All other graduates should wear their hood.

• If an **award recipient** is assigned to sit next to you, you will be instructed to save a seat for him or her; this person will join you later.

• Your **Faculty Marshal** is your group leader...follow the leader, into your row.

• The **20th student (or spot)** in your group begins the next row.
Graduate Student Hoods

- College of Arts and Sciences (CAS), MA = white
- College of Arts and Sciences (CAS), MS = golden yellow
- College of Arts and Sciences (CAS), MFA = brown
- College of Arts and Sciences (CAS), MPA = peacock blue
- Egan School of Nursing and Health Studies (ESN), MS and DNP = apricot
- Dolan School of Business (DSB), MS and MBA = beige
- School of Engineering (SOE), MS = orange
Student Line Up: Bannow Science Center & Egan School of Nursing and Health Studies
The Procession
Bellarmine Terrace

Choir

FACULTY

GSEAP – MA
GSEAP – 6th Year Certificate
SoE – MS (receive degrees before GSEAP)

Graduate Ceremony

FACULTY

ESN – DNP
ESN – MS
CAS – MA
CAS – MS
CAS – MFA
CAS – MPA
DSB – MS
DSB – MBA

Extra

Extra
The March: Exit Doors

Bannow South Exit = Seated Left, Facing the Bellarmine Back Terrace

Bannow Atrium Exit = Seated Right, Facing the Bellarmine Back Terrace
The March

BNW SOUTH

BNW ATRIUM
The March
The March
The March
The March

Bellarmine Hall
The March

BNW SOUTH

BNW ATRIUM
Bellarmine Terrace

Graduate Ceremony

Choir

FACULTY

GSEAP – MA
GSEAP – 6th Year Certificate
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FACULTY

ESN – DNP
ESN – MS
CAS – MA
CAS – MS
CAS – MFA
CAS – MPA
DSB – MS
DSB – MBA

Extra

Extra
The Avatars
The Conferring of Degrees
Getting Your Index Card and Photos Taken
The Recessional
SEVERE
Inclement Weather Plan
Severe Inclement Weather Procession

The previous “BNW South” group will now exit out of the doors by the School of Engineering.
The previous "BNW Atrium" group now exit out of the doors behind the Egan School of Nursing.

Severe Inclement Weather Procession
The March
Every seat will be used in Alumni Hall.

14 seats per row on the floor.
The Conferring of Degrees in Alumni Hall
The Recessional in Alumni Hall
Floor seats follow platform party

Bleacher seats use both aisles to exit
Emergency Evacuation Plan

In the event commencement ceremonies have begun on Bellarmine Lawn and we are suddenly presented with severe weather conditions, or another threat, a decision will be made and announced during the ceremony to evacuate to Alumni Hall.

1. Remain calm.
2. **Stay with your Faculty Marshal** who will escort you to **Alumni Hall**, entering from the rear of the building.
3. Go to the designated student seating section.
4. At Alumni Hall, index cards will be disseminated.
5. In this scenario, students will be cross the stage, not in exact order of the program, but will have their names read and have the opportunity to walk across the stage.
1) **What if my guests are not able to get up to the Bellarmine Lawn?** For those who enjoy the comfort of air conditioning, with comfortable seating, coffee, and a great view of the graduates, they can go to the assigning Viewing Location **on the back of their ticket**. Namely: the Quick Center, the Field House, Gonzaga Auditorium, the Kelley Center, and the Barone Campus Center Oak Room or Dogwood Room. The ceremony will also be live streaming on [www.fairfield.edu/commencement](http://www.fairfield.edu/commencement) and Fairfield University’s Facebook page.

2) **What if I don’t know where to report on Sunday?** The assignments are posted online at [www.fairfield.edu/commencement](http://www.fairfield.edu/commencement) and will also be posted on the doors of the Bannow Science Center buildings.
Frequently Asked Questions

3) What if I have the wrong color hood? Or no gown? Go to the Spirit Shop in the Barone Campus Center.

4) Where and when do I get my actual diploma? With your Stag ID, pick up your diploma at the Graduate Reception in the Barone Campus Center, 4:30 to 6:00pm on Sunday, or the following week at the Registrar’s Office in the Kelley Center. After Memorial Day, diplomas are mailed to the address provided on your graduation application, shipping standard first class mail.
Alumni Association

• X – coming from Colleen McGinn
• Y
• Z
Reminders

• Enter the GradImages raffle for a $50 coupon!
• If you haven’t already, pick up your cap and gown at the Barone Campus Center Bookstore; they are open until 7:30pm today.