



# **COMMENCEMENT INFORMATION FOR SENIORS**

# UNDERGRADUATE COMMENCEMENT EXERCISES

## **Basics**

Date: Saturday, May 19, 2012

Line up: **8:45 AM** in Academic Hall

Procession starts: 9:15 AM

Ceremony starts: 10:00 AM (will last approx. 3 hours)

Ceremony location: Main tent in the Bryant Center parking lot (next to Hall 16)

NOTE: It is recommended that graduates commuting to Bryant on Commencement morning plan to get onto campus before 8 AM due to high traffic volume.

## **Additional Commencement Events**

Baccalaureate Service: Friday, May 18, 4-4:45 PM – Main Commencement Tent

President's Reception: Friday, May 18, 5-6:30 PM – Salmanson Dining Hall

New Alumni Reception: Saturday, May 19, 12:30 – 2 PM, Stepan Grand Hall

## **Guest Tickets**

Each graduate is given 5 tickets. Please be sure to distribute your tickets to your guests **in advance** of the time you need to line up.

**Every guest** (including those seated in the Reserved Seating section and the Special Needs section) must have a ticket to enter into the tent. Lost or stolen tickets WILL NOT be replaced. Additional guests may view the ceremony live in Janikies Auditorium, Interfaith Center, South Dining Room, the Rotunda, Hall 16 Lobby, or in student rooms on channel 71. The ceremony can also be viewed on the internet and can be accessed through the Commencement website at <http://www.bryant.edu/graduate>.

\*\*PLEASE NOTE: Bryant is unable to supply wheelchairs for guests with special needs.

## **Dress**

At line up, you should be wearing your cap, gown, and hood. Follow the instructions for wearing the hood that are included in your package at the point of sale. Do not throw them away (the hoods are trickier than they look!). Your tassel should be worn on the **right** of your mortar board. If you received academic honors, your honor cords can be picked up at the bookstore (bring your student ID for verification). You should be wearing these at the time of line up as well.

Please dress according to the weather. The tent provides some protection from the elements, but little climate control. Regardless of the weather, graduates will still process outside through the archway (in the event of rain on the day of Commencement, we will alter the procession route slightly to minimize, not eliminate, the time outside).

## **Line up**

Please **report to Academic Hall by 8:45 AM** for lineup. You should be wearing your all of your academic regalia. Have your name card with you when you arrive. Graduates should lineup with their primary major in alphabetical order in the designated areas (see list below and included Academic Hall map). Note: Commencement award recipients will line up together, NOT with their primary major.

Procession line up areas (see Academic Hall floor plan on following page for area locations):

**Area 1:** ROTC, Student Charge, Class Flag, Commencement Award Recipients, Soloist, Recent Alumni Trustee

**Area 2:** BA - Applied Psychology, Communication, Global Studies, History, Literary & Cultural Studies, Politics & Law, Sociology

**Area 3:** BS – Actuarial Mathematics; BS Applied Economics BS – Applied Mathematics & Statistics; BS – Environmental Science; BSBA – Accounting

**Area 4:** BSBA – Computer Information Systems; BSBA – Entrepreneurship

**Area 5:** BSBA – Finance

**Area 6:** BSBA – Financial Services

**Area 7:** BSBA – Human Resource Management; BSBA – Management

**Area 8:** BSBA – Marketing

**Area 9:** BSIT – Information Technology

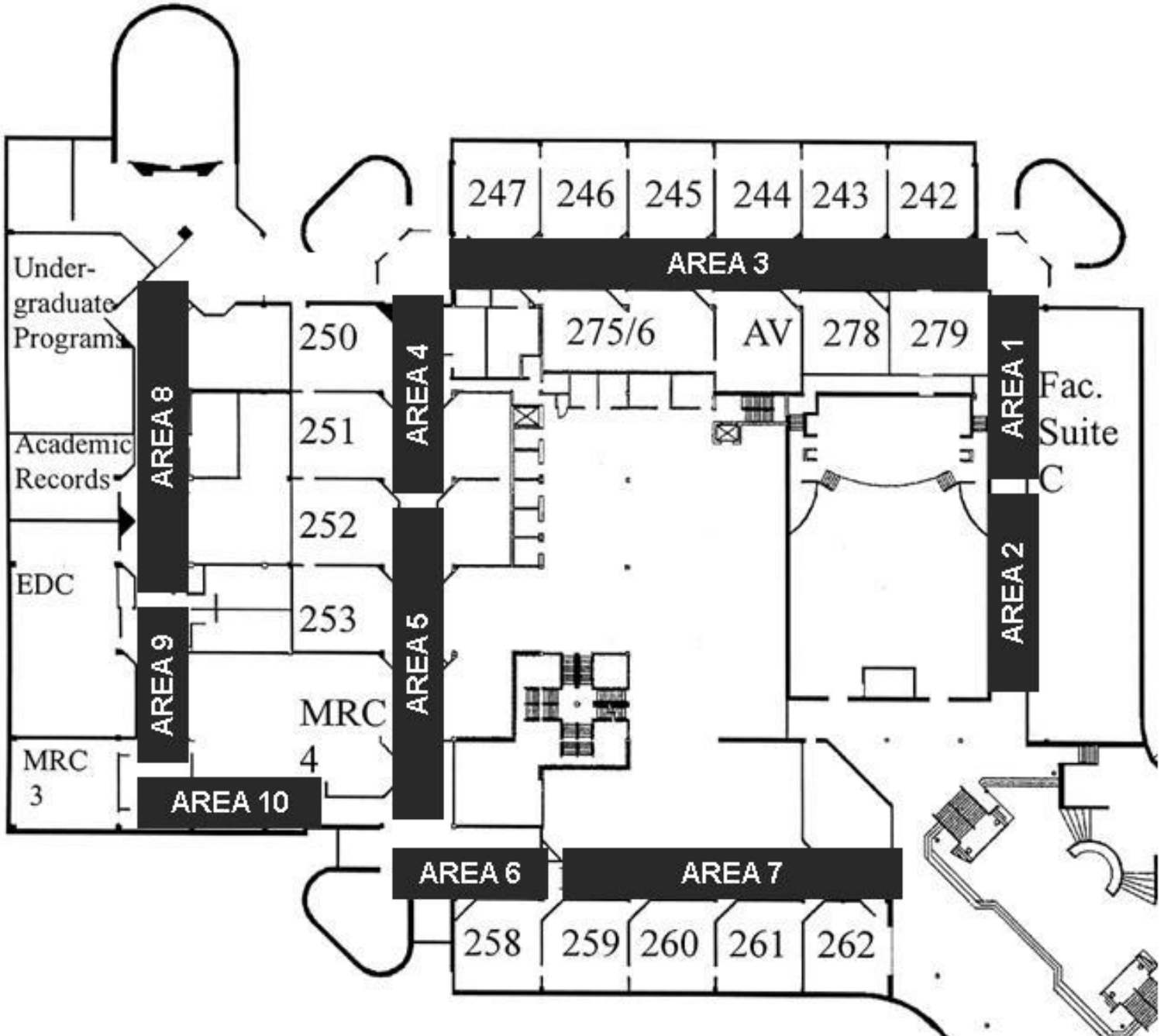
**Area 10:** BSIB – International Business (CS, Finance, Management, & Marketing)

## **Graduation Card**

You will be given a card with your name on it prior to Commencement. Please make sure to bring this card with you to line up. The Graduation card is used during the ceremony to hand to the reader as you receive your diploma – **it is very important that you have this card with you Commencement morning**. If you have a name that is difficult to pronounce, please take a few minutes to spell out your name phonetically on the card directly below your printed name so that the reader pronounces your name correctly. Please fill out the back of the card for the photography company as well.

**Procession Line Up Areas**

Academic Hall (classroom portion of Unistructure)





# **Tent Seating Layout**

**Graduate Entrance**



OPEN GUEST SEATING	OPEN GUEST SEATING	<b>STAGE</b>			OPEN GUEST SEATING	OPEN GUEST SEATING
OPEN GUEST SEATING	OPEN GUEST SEATING	<b>GRADS 3</b> Awards, Marketing, BSIT, BSIB	<b>GRADS 2</b> CIS, Entrepreneurship, Finance, Financial services, HRM, MGT	<b>GRADS 1</b> Psych, Comm, Econ, Global Studies, History, Literary, Politics, Sociology, Act. Math, Applied Econ, Applied Math, Env. Science, Accounting	<b>FACULTY &amp; STAFF</b>	<b>SPECIAL NEEDS SEATING</b>
OPEN GUEST SEATING	OPEN GUEST SEATING	OPEN GUEST SEATING	<b>RESERVED SEATING</b>	OPEN GUEST SEATING	OPEN GUEST SEATING	OPEN GUEST SEATING
			<b>AV BOOTH</b>			

## **Program**

National Anthem

Invocation

Convening of Exercises

Conferring of Honorary Degrees

Commencement Address

Presentation of Commencement Awards

A marshal will have the award recipients stand and walk to the ramp on the left side of the stage. The Vice President of Academic Affairs will read the award recipients name and award information. The recipient walks across the stage to the Vice President of Student Affairs to receive the award and continues across the stage to shake hands with the President. Then the recipient returns to his/her seat until the conferral of degrees.

ROTC Commissioning

Student Charge

Conferral of Undergraduate Degrees

Graduate Marshals will instruct each row to rise. Only one row of graduates should be standing at a time. As the row stands, the graduates should turn left and proceed to the ramp on the left side of the stage. When you get to the top of the ramp, present your name card to the reader. Wait for your name to be read then step forward to your department faculty member to receive your citation. After receiving your citation flip your tassel to the left side of your cap. Walk toward the President for a congratulatory hand shake. While you shake hands with the President, a photographer will take your picture. Exit the stage by using the ramp past the President. At the base of the ramp, another picture will be taken as you exit the stage. Return to your seat and remain seated until the Recessional.

Alumni Greetings

Benediction

Adjournment

Recessional

The platform party will depart from the site, followed by the faculty/administration and then the graduates. Guests are asked to remain seated until the platform, faculty, and graduates have exited the tent.

Reception

Graduates and their guests are invited to attend the reception in the Stepan Grand Hall (located in the George E. Bello Center) after the Commencement Exercises. Diplomas can be picked up in the lobby of the Wellness Center from 12:30 – 2 PM.

### **For your safety**

All guests are requested to remain seated throughout the entire ceremony. Graduates are asked to remain seated with the exception of the procession and conferral of degrees. The State of Rhode Island and the Smithfield Fire Department will be enforcing RI Title 23 Health & Safety Chapter 23-28.19 code – "Aisles and exitways shall be used only for passage to and from seats...all exitways and exits shall be kept unobstructed at all times and maintained as to not present a hazard from fire. The area for a distance of twenty feet beyond any exit shall be kept free and clear and made readily passable."

Any guest that stands in an aisle or exit will be asked to take a seat. Any individual refusing to be seated will be removed from the tent by the Smithfield Police Department or Smithfield Fire Department or the Department of Public Safety.

### **Diploma Distribution**

Diplomas must be picked up on campus following the Commencement ceremony. Diplomas will be available for students who have been certified and have met all other obligations to the University. Distribution will take place between 12:30 PM and 2 PM in the Chace Wellness Center Lobby. **You MUST present a photo ID to obtain your diploma.**

### **Move Out**

Residential students are requested to move out of housing areas by 3:00 PM on the afternoon of Commencement.

### **Questions?**

Most questions can be answered using the Commencement website at <http://www.bryant.edu/graduate>.

For additional assistance, feel free to contact the offices listed below:

- Academic Records: x6080 (diplomas & program listing)
- Bookstore: x6240 (cap & gown, announcements, rings)
- Bursar's Office: x6030 (diploma holds, outstanding bills)
- Conferences & Special Events: x6921 (Commencement ceremony & events)
- Center for Student Involvement: x6160 (senior week events)
- Residence Life: x6140 (move-out)