

# CHICAGO STATE UNIVERSITY

## 350<sup>th</sup> Commencement Ceremony FACULTY MARSHAL INSTRUCTIONS

The Faculty Marshal role is an esteemed privilege. Your role in Commencement is not just to lead our graduates into the ceremony, but to also set the tone and decorum for our graduates on the day of the Commencement.

**Upon arrival please check-in at the Command Center located in room 1101 on the lower level of the Convocation Center.** Once you have checked your coat & put on your regalia it is critical that the Marshal that will carry your College's flag picks that flag up and you are staged in your line-up area prior to the graduates arriving.

We will post in the corridor where each College should stage their graduates. We will have some (extra) line-up cards available for the Marshals to give graduates that may have forgotten to bring theirs. We will announce 15 minutes before the processional is to begin so that everyone is properly prepared to march.

We will have a light continental breakfast available for you. However, we ask that you are at your line-up station once the graduates arrive to greet them & assist them in lining up for the processional.

### 350<sup>th</sup> Commencement Ceremony

Thursday May 17, 2012

- Faculty Marshals arrive at 9:00 am
- Graduates arrive at 9:30 am
- Doors open to the public at 10:00 am
- Commencement Ceremony begins at 11:00 am

### MARSHAL CHECK-IN PROCEDURES

Upon arrival at the Convocation Center please check-in in faculty room. Once you have checked in you may grab a meal prior to putting on your regalia. Once you are robed you are to position yourself at your station to greet your graduates once they arrive.

Female Faculty Members	Suite 1410
Male Faculty Member	Suite 1401

### FACULTY MARSHAL DUTIES

- Assist graduates with putting on their regalia. **Only College or university departmental regalia is appropriate during commencement**
- Verify that the graduates are lined up according the numbers on their cards.
- Facilitate the expectations of the Commencement decorum
- Please be prepared to answer the following questions for our graduates:
  - a. Where do I line up? **Note the postings on the walls/ College flag**
  - b. Do we need to me in alphabetical order? **Yes, within the respective Colleges**
  - c. I forgot my card what do I do? **We will provide a line-up card for you onsite**

# CHICAGO STATE UNIVERSITY

To assist you and our graduates we will have greeters stationed at strategic locations throughout the Jones Convocation Center as the graduates enter the arena to direct them. We will also have signage posted in the line-up area to remind them of the decorum expectations for the day.

Please be reminded that all Commencement flags are to be returned to the Commencement Command Center after the recessional.

## COMMENCEMENT DECORUM

The conferring of an academic degree is a tradition that dates back to the 12<sup>th</sup> century and is regarded as an important rite of passage for students and families. While commencement is a time for celebration, please remember this long and respected tradition and approach the ceremony with the proper decorum and respect.

## SUGGESTED GRADUATE ATTIRE

**During the commencement ceremony graduates are only allowed to wear university sanctioned regalia that is reflective of academic accomplishment.** Sorority, fraternity, social affiliation, and all other non-academic regalia are not allowed. Please note the following recommendations for commencement day attire.

### For Women

- Dark dress or pants, cool fabric
- Dark low heel or flat shoes
- No high collars or bows at the neck
- No sandals
- No corsages or jewelry on the robe
- No White tennis shoes
- No sandals
- No high heels

### For Men

Dark trousers, white shirts, tie is optional  
Dark Shoes and socks  
No white tennis shoes  
No boutonnieres or jewelry on the robe

**NOTE:** We do not plan to hand-out mass numbers of caps & gowns on Commencement Day as all Graduates were advised that we will not make this accommodation. However, we will have a limited number available for emergency purposes.

## COMMENCEMENT ETIQUETTE

Students who arrive after the commencement processional has lined up will not be allowed to participate in the commencement ceremony. All graduates are expected to attend the entire ceremony, and to participate in both the processional and recessional. All graduates shall remain seated for the entire ceremony. Our Commencement Marshals will strictly enforce this expectation.

Commencement is both a joyful occasion and a solemn event. Graduates are requested to advise their family and friends to express their excitement in ways that will not prevent others from hearing the speaker, and enjoying the ceremony. Graduates are not to display inappropriate or exaggerated behavior as participants in the ceremony.

# CHICAGO STATE UNIVERSITY

**All cellular phones should be turned to silent mode to ensure that all guests can hear and enjoy the commencement ceremony.**

**Graduates are asked not to use their cell phone once they have marched into the arena.**

Alcohol and other illegal substances are not permitted on the Chicago State University campus. Security will be present to remove anyone that is identified to have alcohol/ illegal substances and will prohibit those from marching that may already be under the influence.

## **ORDER OF THE COMMENCEMENT PROGRAM**

Graduates are to line up with their college based on their line-up number. The line-up number is assigned and given to the graduate during Commencement Countdown when you receive your cap and gown. The Faculty Marshals will lead the graduates of their respective college into the ceremony as directed by the Grand Marshal.

Commencement begins with the academic procession. The audience is asked to rise and to remain standing as the procession enters the arena until the platform party has taken its place, the time for reflection has been allowed, and the hymns have been sung.

Male graduates should remove mortar boards during posting of colors and National Anthem. Attendees will be directed to sit at the conclusion of the singing of the hymns.

Commencement closes with the recessional. **All graduates are expected to participate in both the processional and the recessional. We have requested they do not make plans that will require them to leave the ceremony before it ends. We make every attempt to keep the ceremony to a reasonable length. However, we recommend any plans for post-ceremony celebrations are made to begin after 3pm to allow for travel time.**

After the singing of the CSU Alma Mater and the closing the audience will be asked to take their seats and to remain seated for the retrieval of colors and the recessional of the platform party, faculty, and graduates.

## **HOW TO WEAR YOUR TASSEL**

Traditionally, the moving of the tassel at graduation is called, "turning the tassel" or "the turning of the tassel ceremony." It symbolizes one's transition from candidate to graduate. Standard protocol in the US dictates that the tassel be worn on the right side of one's mortarboard at commencement and then, during the ceremony the tassel is moved or turned to the left side. Teachers and administrators at commencement place their tassels on the left.