

UNIVERSITY OF PITTSBURGH AT GREENSBURG COMMENCEMENT: Saturday, April 29, 2017 at 11:00am

IMPORTANT INSTRUCTIONS - PLEASE READ CAREFULLY

TICKETS – The tickets you have been given are the only ones you will receive. Please make sure to give them to your guests BEFORE Saturday morning. If you lose your tickets you will not be issued more.
Please note which ones are INDOOR and which ones are OUTDOOR!

ATTENDANCE - If you find you are not able to attend the ceremony, please notify Sherra Moors (sherramoors@pitt.edu; 724-836-7743) as soon as possible so that necessary corrections can be made in the procession order.

CAPS AND GOWNS - All graduates planning to march in the ceremony are required to wear caps and gowns-**Don't forget them!** If you have not yet purchased your regalia, stop by or contact the Campus Store (724-836-9928) to make arrangements.

- The tassel should be worn on the **RIGHT** side of the cap and remain on that side throughout the entire ceremony.
- Graduates are advised consider their attire and footwear depending on the ceremony location.

HONOR CORDS - Honors cords for Cum Laude, Magna Cum Laude, and Summa Cum Laude (bronze, silver, gold) will be placed around the recipients' necks during the ceremony. We will announce honors at rehearsal. **Please pay attention, as this is your last chance to verify you are receiving the correct honors.**

REHEARSAL- Friday, April 28th at 5:30pm - There will be a full rehearsal either on Ridilla Field (outdoor) or in the gymnasium (indoor). We will go through the complete ceremony including the procession and conferring of degrees. It is very important that you attend if you are able. Career Services asks that all participants at rehearsal complete a very important survey while you are waiting for your name to be called. We also encourage EVERYONE at rehearsal to show their Pitt Pride and wear Pitt attire or blue and gold. **H2PG!!!**

ALUMNI RECEPTION AND FAMILY APPRECIATION DINNER – Friday, April 28th

At **4:30pm**, a reception hosted by the Pitt-Greensburg Alumni Association (PGAA) will be held in the Alumni Pavilion (outdoor) or in Bobcat Station (indoor) for ALL graduates. Following the rehearsal, students who have registered for the Family Appreciation Dinner will join their families in Wagner Dining Hall for the dinner. The dinner starts at **7:00pm**.

- *The Campus Store will be open from 8:30am until 7:30pm on Friday, April 28.*

COMMENCEMENT CEREMONY

We always plan for an outdoor ceremony. Should conditions require the ceremony be moved indoors we will be following the INDOOR PROCEDURES below. The ceremony location will be confirmed by Thursday, April 27 and information will be emailed to students, posted online at www.greensburg.pitt.edu and www.greensburg.pitt.edu/graduation, and listed on our social media pages. You can also call the following number to verify the location of the ceremony: **724-836-7743**. LISTEN TO THE MESSAGE, BUT PLEASE DO NOT ATTEMPT TO LEAVE A MESSAGE. All other questions or inquiries after Friday at noon should be directed to Security at **724-836-9865**. *This decision will impact the ceremony location and how many guests are able to observe the ceremony.* Guests should arrive between 10:00 and 10:45am. Access to the seating will not open until 10:00am for outdoor or indoor ceremonies.

OUTDOOR PROCEDURES

- **Students** MUST arrive no later than **10:00am** at the second floor of Millstein Library to robe and check-in.
- Enter by the top entrance of the Library (below College Hall).
- **ALL GRADUATES MUST CHECK IN** at the Check-in Table, inside Millstein Library on the 2nd floor.
- You must be fully robed and in the procession line by 10:50am. **Anyone not checked in and in line by this time will be eliminated from the list of graduate names called during the ceremony.**
- The processional will begin from Millstein Library at 11:00am sharp.

INDOOR PROCEDURES (same as OUTDOOR with the following modifications)

- Check-in, robing, and line-up will take place in the **2nd floor hallway of Chambers Hall**. Graduates must arrive by 10:00am and enter the building through the building main doors, as the back doors will be locked for security purposes.

PITT MERCHANDISE, FLOWERS, T-SHIRTS, DVDs and PROFESSIONAL PHOTOGRAPHS

- The Campus Store will be open from 9:00am until 3:00pm on Saturday, April 29; any pre-ordered flowers can be picked up during this time. If the ceremony is outdoors, the bookstore will have a tent on the sidewalk as you approach Ridilla Field; only flowers, t-shirts, and graduation bears will be sold at the outside location.
- In the same area there will be a table where you may purchase a commemorative DVD of the ceremony.
- During the ceremony a professional photographer will take photos as each graduate receives his/her diploma.

ADDITIONAL INSTRUCTIONS

- **Because of the limited space, guests are not able to come to the robing areas.** Guests should be seated in the ceremony area (either on Ridilla Field or in the gymnasium) immediately upon arrival.
- **An area will be designated for family members to take photographs. Please ask your guests to not get up to take photos until they see your row move to the stage and to please follow the instructions of the staff.**
- If the ceremony is indoors, guests without tickets will be able to watch the ceremony via closet circuit in the Ferguson Theater. Seating in the theater is limited, so please keep this in mind when deciding whom to invite.
- We will have a live webcast of an indoor ceremony, with a link at www.greensburg.pitt.edu/graduation.
- All personal belongings such as coats, purses, etc. not left with family members may be left in the robing rooms during the ceremony. Presidential Ambassadors will be on hand to insure their safety. **You should carry nothing in the processional.** A program will be on each seat in the graduate section.

THE PROCESSIONAL

Faculty members serve as Student Marshals and assist in preparing and leading you in the processional. You will find out who your marshal will be at rehearsal. Lists will be posted in the procession line area so you know exactly where you should be in the processional.

- You will be marching in alphabetical order.
 - Your marshal will lead you to your row.
 - The first person into the row should proceed to the last seat in that row. Remain standing.
 - The marshal will stand on the end of the first row of his/her group. Watch the marshal so you know when to sit down.
 - When the procession is completed, the Grand Marshal will ask everyone to stand for the National Anthem. You will already be standing. Gentlemen should remove their caps for the National Anthem.
 - After the National Anthem, gentlemen should replace their caps and everyone will then be seated.
- The conferring of degrees will come after the Graduation Address. At the signal from the Vice President for Academic Affairs, Dr. Horrall, this first group will rise and will move to the stairs at the left side of the stage with the first person in the line at the top of the stairs.
 - **WAIT AT THE TOP OF THE STAIRS UNTIL YOU HEAR DR. HORRALL CALL YOUR NAME.**
 - As the Vice President calls your name, move to the table holding the diploma covers (only a few steps), receive your cover from the Chairman of the Advisory Board and shake hands with the Chairman.
 - Move to the end of the table and allow President Smith to drape the honors cords around your neck (if applicable), shake hands with the President, turn and smile for the photographer.
 - Move across the front of the stage and down the other side. Enter your row of seats from the center aisle and move back to your own seat. Sit down when you return to your seat.
- **LEGACY GRADUATES:** Please let your parents or family member know where you are seated. They will need to pay attention so they can proceed to the area next to the stage with enough time to join you onstage. You **MUST RSVP** in order to have a legacy present your diploma and *Legacy Presenters must have a ticket to the ceremony!*
 - **Legacy presenters will receive an email from the Alumni Coordinator with detailed instructions.**
- After all degrees have been conferred, the Vice President for Academic Affairs will ask the entire class to stand for the Charge from the President.
- After Dr. Smith delivers the Charge to the Senior Class, you will move your tassel from the right side of your cap to the left side. Watch your marshal for the signal. The Grand Marshal will declare the ceremony to be closed. You should remain standing until it is time for the graduates to join the procession. This will be in reverse order of the processional. The graduates will be the last to leave and will follow the Alumni.
- If the ceremony is *outdoors*, you will proceed through the receiving line of faculty, staff and alums. Feel free to stop and shake hands. The post-ceremony reception will be around the pavilion and garden areas.
- If *indoors*, **YOU MUST EXIT THE GYM AND GO BACK UPSTAIRS THE SAME WAY YOU CAME DOWN. Follow the instructions of the Presidential Ambassador stationed outside the gym.** You will then proceed out the 2nd floor doors of Chambers Hall and around to the front of the building and in the front doors to the reception in Wagner Dining Hall. We will go over this at rehearsal.

If you have ANY questions-now, at rehearsal, or at the ceremony-please do not hesitate to ask them.

Congratulations!!!