



FINAL INSTRUCTIONS FOR COMMENCEMENT 2006

OWEN GRADUATE SCHOOL OF MANAGEMENT

WEDNESDAY, May 10

2:00 p.m. Black Graduates Recognition Ceremony Rehearsal. Ingram Auditorium, Blair School of Music.

9:00-11:30 p.m. THE PARTY with Kool & the Gang. Peabody Mall. Visit www.vanderbilt.edu/theparty for more information.

THURSDAY, May 11

8:00 a.m. – 5:00 p.m. Students may pick up caps, gowns, tassels and hoods in the Recreation Room at Branscomb Quadrangle by presenting the order confirmation between the hours of 8:00 a.m. and 5 p.m.. Anyone presenting the order confirmation may pick up your regalia for you. If you have misplaced your order confirmation, present your Vanderbilt ID, and be prepared to state the name of the degree you have earned (i.e. M.B.A., M.S.F.). Out-of-town students who arrive in Nashville just before the exercises can obtain regalia between 7:30 and 8:15 a.m. on Friday, May 12. **Faculty** regalia will be delivered by Kelly Christie, OGSM Director of Academic Programs. Regalia are not available on Alumni Lawn.

3:00-4:30 p.m. Reception for M.B.A. and M.S.F. graduates in the day program. Management Hall.

5:30-7:30 p.m. Reception for M.B.A. Graduates in the executive program. Management Hall.

7:00 p.m. Black Graduates Recognition Ceremony at Ingram Hall. Reception following.

FRIDAY, May 12, COMMENCEMENT DAY

7:45 a.m. Students report to the steps of Management Hall for class pictures.

8:40 a.m. Students and faculty report to assembly area to line up for the Commencement Procession. The Owen Graduate School of Management will assemble in the following order and place (promptness in lining up is imperative):

Blair School of Music, School of Engineering, Divinity School and Owen Graduate School of Management (candidates for B.Mus. (Blair School of Music); B.E., B.S.; M.Div., M.T.S. (Divinity School); and M.B.A., M.S.F. (Owen Graduate School of Management) degrees). They will line up in double file although

not in alphabetical order beginning at the south corner of Alumni Hall and extending around the path (see **ORANGE LINE** on enclosed map). The assembly area will be indicated by **ORANGE** designating signs. Faculty line up behind the dean and banner bearer, and in front of the degree candidates.

GUESTS should be seated on Alumni Lawn before 8:30 a.m. to see the procession. Programs, water and hand fans will be available on the outside perimeter of the seating area. Please pick these up before being seated.

9:00 a.m. The Procession of Candidates enters Alumni Lawn to seating reserved for candidates and faculty as guided by Faculty Marshals.

After students are seated and at the trumpet signal, the Academic Processions (which consist of the Chair of the Senate carrying the mace, the Chancellor, Trustees, officers of administration and the faculty who will remain on Alumni Lawn for the undergraduate diploma-awarding ceremony) will move toward the platform.

10:15 a.m. Recession of graduate-professional degree recipients and their faculties and guests as instructed by the Chair of the Faculty Senate from the platform. These groups will depart as led by a marshal.

Women normally wear their caps throughout the exercises; men should remove theirs for the Invocation. Hoods are worn by all except those receiving Bachelor degrees.

Hoarding and Diploma-Awarding Ceremony and Reception

Degree recipients and faculty should line up promptly and alphabetically at the designated area on Magnolia Circle Lawn, immediately following the ceremony on Alumni Lawn.

1:00 p.m. Informal luncheon hosted by the Provost, the Vice-Chancellor for Health Affairs and the University Marshal for **faculty** participating in the graduation exercises. Atrium, Buttrick Hall.

RETURNING REGALIA

Students. All regalia must be returned immediately after Commencement Exercises. Returning the regalia is done simply and quickly by checking it in at the Recreation Room in Branscomb Quadrangle following Commencement Exercises. Delay in returning your regalia will make you liable for the payment of an extra fee. You may keep the tassel as a souvenir. Do not return regalia to the Owen School.

INCLEMENT WEATHER: In the event of inclement weather the ceremony will be held in Memorial Gymnasium. If in doubt, call the Vanderbilt telephone operator (322-7311). In Memorial Gymnasium there will be no procession for candidates. Graduate and professional degree candidates should enter through the south lobby and make their way to the west end zone. OGSM candidates will sit in section 3L. Watch for guiding signs. Marshals will also be on hand to give assistance. Faculty who will be attending the diploma-awarding ceremony on Magnolia Circle Lawn sit with the degree candidates in the west end zone.

KEEP THESE INSTRUCTIONS FOR REFERENCE

Kim Fuller
Commencement Director

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Faculty. All regalia must be returned to 209 Management Hall as instructed by Kelly Christie.

ACADEMIC REGALIA

Regalia: A strong tradition of Commencement, both at Vanderbilt University and at universities in general, is the wearing of uniform academic regalia. The uniformity of regalia, inconsistent only by reason of the particular degree being conferred and by distinctions for individual honors achieved, e.g., founder's medals and class marshal's ribbons, symbolizes that each graduate has fulfilled the same requirements for that degree.

In keeping with this tradition, candidates for degrees are encouraged not to wear adornments. For some, however, a particular adornment may have special meaning and the wearing of that adornment may add to the significance of Commencement for that candidate and perhaps his or her family. Any adornments that are worn should be of modest proportions, generally in keeping with the traditions of Commencement, consistent with the interests of others in maintaining the traditions of Commencement, and will reflect a sincere and personal commitment to the values symbolized by the adornment.

Participation in Commencement Exercises: Degree candidates must have completed successfully all curriculum requirements and have passed all prescribed examinations by the published deadlines to be allowed to participate in the ceremony.

Participating students should plan to attend the central ceremony, and the Owen School hooding and diploma-awarding ceremony as well. Guests and participants will be expected to remain at the respective ceremonies until the conclusion. Much depends on the courtesy and cooperation of all who attend.

Students unable to participate in the graduation ceremony will receive their diplomas by mail.

NOTE: A student completing degree requirements in the summer or fall semester will be invited to participate in Commencement in May 2007.