Rehearsal will be held at 9:00 a.m. on Friday, June 3 in Kodak Hall at Eastman Theatre. All degree candidates and faculty marshals are expected to attend. Rehearsal should last approximately one hour.

The 2016 Commencement will take place on Sunday morning, June 5, in Kodak Hall at Eastman Theatre, beginning with a concert prelude at 9:30 a.m. The ceremony will begin at 10:00 a.m.; the doors open at 9:15 a.m. for guests.

Arrival Time and Robing: Graduates should arrive no later than 8:30 a.m. to robe for the ceremony. Graduates will robe in the main hallway of the Eastman School (Gibbs Street entrance). Faculty should arrive no later than 9:30 a.m. and will robe in Room 120 with the Platform Party. The bookstore representatives will be located in the Kilbourn Hall Lobby for students, and in Room 120 for faculty who need to pick up regalia.

Caps and gowns that have been ordered will be available at the Bookstore during the week prior to Commencement. Hoods will not be delivered with the rest of the academic attire; they will be presented as part of the ceremony. Faculty and Doctoral graduates must return rented attire to the Bookstore by Tuesday, June 7. The Bookstore representative will remain in the lobby for a short time after the ceremony to take returns on Sunday.

*Note: At the University of Rochester, men remove their caps when seated, but the cap is kept on while marching, standing, and hooding.

Mobility-impaired guests: If a student has a handicapped guest attending the ceremony who may need assistance, please notify staff at the Commencement Rehearsal.

A reception for all graduates, faculty, and guests will be held in the Roslyn Weisberg Cominsky Promenade (2nd floor lounge) and Lowry Hall (the first floor main hall) of the Eastman School immediately following the ceremony. All are cordially invited.

Copies of the program for candidates and faculty will be placed on their chairs.
**Assembly:** Master's candidates will assemble into four single-file columns. The Gold Column will be led by Faculty Marshal Smith; the Red Column will be led by Faculty Marshal Lovett; the Green Column will be led by Faculty Marshal Ellickson; and the Blue Column will be led by Faculty Marshal Dobson. Each candidate will be issued a name card and must keep the card and present it to the Announcer as part of the ceremony. The cards will be color-coded for the candidate's column and numbered for his or her position in that column. (These arrangements are important to assure that candidates reach their assigned seats and are in alphabetic sequence by degree group for the awarding of diplomas.)

**Faculty** will be assembled by Marshals Tilson and Warner into two groups of equal number, which are to follow the two center candidate columns into Kodak Hall. Marshal Warner will lead Column A of the faculty (behind the Red Column) and will march on the right center side upon entering the theatre. Marshal Tilson will lead faculty in Column B (behind the Green Column) on the left center side.

**Processional:** At 9:50 a.m. Marshals Ellickson and Dobson will lead the Green and Blue columns from the main hallway through the outside doors to Gibbs Street and will be directed to enter Kodak Hall through the doors of the oval lobby. They will take their positions at aisles 3 (Green) and 2 (Blue) at the back of Kodak Hall. As the Green and Blue columns leave the main hall, Marshals Lovett and Smith will lead the Red and Gold columns from the 2nd floor assembly area down the staircase to the main hall. They will be directed to enter Kodak Hall through the inside doors off of the main hall and will take their positions at aisles 4 (Red) and 5 (Gold).

After the fanfare and the beginning of the processional music, Event and Classroom Management will signal the columns to enter the aisles, with the marshals leading the candidates into the appropriate rows: The Blue Column (in the left aisle) will proceed to row BB and fill in every row in the left section, including three rows beyond the cross aisle. The Gold Column (in the right aisle) will proceed to row BB and fill in every row in the right section, including two rows beyond the cross aisle. The Red Column will proceed down the right center aisle and fill in the center section beyond the cross aisle, rows A-H. The Green column will proceed down the left center aisle and fill in rows BB-OO in the center section. (The first row, AA, is used only for marshals' seating.)

The faculty columns will enter the theatre immediately after the candidates: Warner’s group using the right center aisle, and Tilson’s column proceeding down the left center aisle. When they reach the center cross aisle they will go to the outer left and right aisles. They will march to the stage and direct the faculty into the 3rd row of seats (filling in all the way to the center) and then filling in the 4th row of seats. Upon arrival at their places, all members of the procession will remain standing until the Platform Party has been seated.

**Ceremony:** The program begins with greetings from Trustee Richards, President Seligman, who is presiding, and Dean Ainslie, which is followed by the announcement of student and faculty awards and prizes; then the presentation of awards and honors to distinguished guests, the Commencement Address, and the awarding of the degrees to candidates.

**Recognition of the Ph.D.:** When Doctoral recipients are in attendance, the Ph.D. candidates (seated on stage) will be asked to come forward. The candidate will be presented to the President, who recognizes the earlier conferral of the Ph.D. at the Doctoral Commencement Ceremony. As the candidate’s name is read, the candidate moves toward center stage, extends the left hand to take the diploma from the President and shakes hands with the right, proceeds to be congratulated by the Dean, s/he moves on to the X marked on the floor at stage right, stands at the X, facing the audience and is hooded. S/he then turns and walks behind the faculty seating section at stage right and returns to his/her seat.

**Conferring Master’s Degrees:** Carin Cole will ask candidates for the degrees Master of Science and Master of Business Administration to stand. Dean Ainslie presents these groups to the President, who confers the degrees. At the conclusion of the conferral of degrees, Dean Ainslie will ask all graduates to be seated. The candidates will then be seated until the marshals direct them, row by row, to come forward in this order: 1. Master of Science 2. Master of Science/Master of Business Administration in the NYC program 3. Master of Business Administration (excluding EMBA) 4. Master of Business Administration in the Executive Program.

At the marshals’ signal, the master’s candidates move via the far right aisle to the steps/ramp to the right of the stage and proceed to the stage landing. Each candidate proceeds to the Announcer at the stage left microphone [Tribunella, Abousseleman, Anderson or Cole], presents the name card, and when called moves to the President at center stage, extends the left hand for the diploma and shakes hands with the right. Each is greeted by the Dean, and moves to the X marked on the stage floor as directed where the graduate stands facing the audience while being hooded. The graduates then go down the stage steps, up the far left aisle to their proper rows, and proceed across their row until they return to their seat and then sit down.

**Recessional:** The University Marshal and Associate Marshal move to the front of the stage, pause briefly holding the mace and the baton while the brass ensemble begins the march and the marshals will lead the Platform Party from the stage, followed by the faculty. Faculty Marshals will direct the candidates to follow after the stage party has recessed. Candidates will recess out of Kodak Hall by the four theatre aisles as directed by their marshals. The Green and Blue columns will be directed out of the theatre back through the oval lobby to Gibbs Street. The Red and Gold columns will be directed out through the exit doors on either side of Betty’s Café (back of the theatre lobby area). Once out of the seating area, candidates should follow the person in front of them until they are out of the theatre.