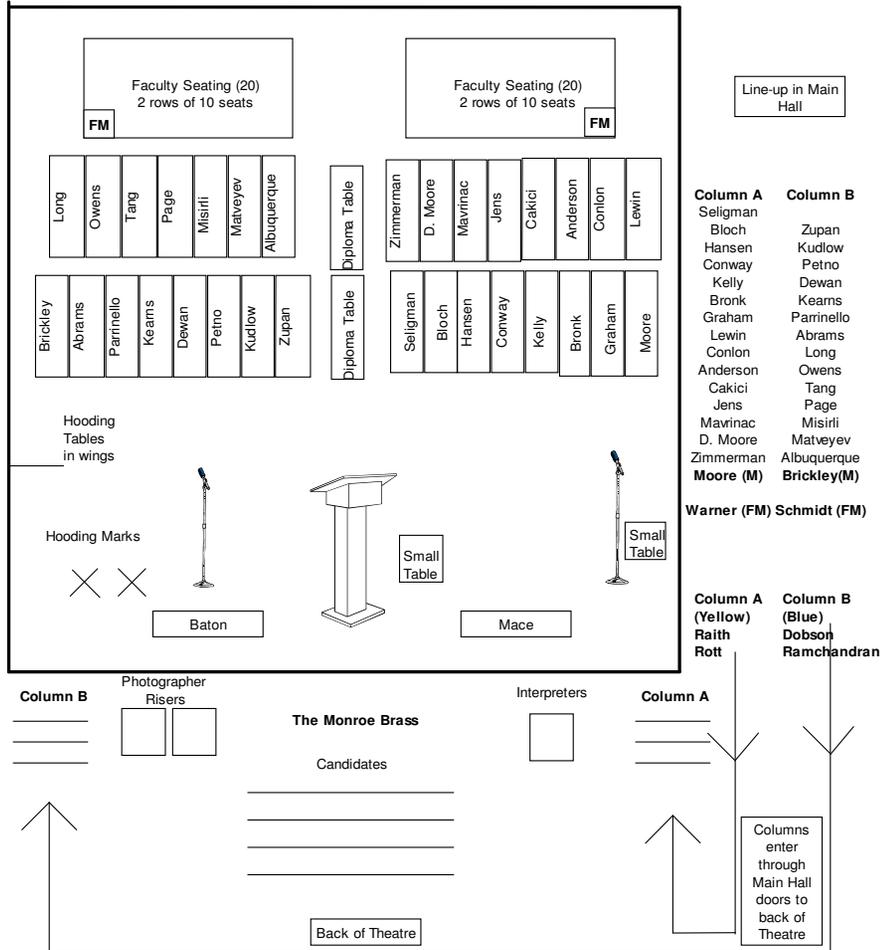


University of Rochester Commencement
2013 Simon Commencement Ceremony
Kodak Hall at Eastman Theatre

UNIVERSITY OF ROCHESTER
William E. Simon School of Business
Commencement - June 9, 2013
Instructions for Degree Candidates and Faculty



Rehearsal will be held at 9:00 a.m. on Friday, June 7th in Kodak Hall at the Eastman Theatre. All degree candidates and faculty marshals are expected to attend. Rehearsal should take no more than 60 minutes.

The 2013 Commencement will be on Sunday morning, June 9th, in Kodak Hall at the 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: Faculty and 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 will robe in Room 120 with the Platform Party and then join the graduates to assemble in the main hall for the processional. The bookstore representatives will be set up in the Kilbourn Hall Lobby for students and faculty that 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 Ph.D.'s must return rented attire to the Bookstore by Tuesday, June 11. The Bookstore representative will remain in the lobby for a short time after the ceremony to take returns Sunday.

Mobility-impaired guests: If a student has a handicapped guest attending the ceremony who may need assistance, please make this known 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 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 on their chairs.

Assembly: Masters candidates will assemble in two single-file columns. Yellow Column will be led by Faculty Marshal Raith assisted by Student Marshal Rott. Blue Column will be headed by Faculty Marshal Dobson, assisted by Student Marshal Ramchandran. The marshals will issue to each master's candidate a **name card**. Each must keep the card and present it to Rebekah Lewin, Janet Anderson or Carin Conlon 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 thus will be in alphabetic sequence by degree group for the awarding of diplomas.)

Faculty will be assembled by Marshals Warner and Schmidt into two groups of about equal number, which are to follow the two candidate columns to the Eastman Theatre. Marshal Warner will lead Column A of the faculty (behind the Yellow MBA Column) and will be on the right side upon entering the theatre. Marshal Schmidt will lead faculty Column B (behind the Blue MBA Column) on the left side.

Processional: At 9:55 a.m. Marshals Raith and Dobson will lead their columns from the side doors off the main hallway into the back of Eastman Theatre. The Yellow Column goes to the door at the right center aisle; the Blue Column goes to its hold point at the door leading to the left center aisle.

After the fanfare and the beginning of the march music, Conference & Events will signal the columns to enter the aisles, the marshals leading the candidates into the appropriate alternate rows: The Blue Column (in the left center aisle) **entering alternate rows CC, EE, GG,** etc. and the Yellow Column (in the right center aisle) **going into alternate rows BB, DD, FF,** etc. (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 Schmidt's column going by the left center aisle. They will go directly on 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. See **Diagram of Column Routes on back page.**

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

Ceremony: The program begins with greetings from President Seligman, who is presiding, which is followed by the announcement of honors and prizes; then presentation of the superior teaching and distinguished alumnus awards, honorary degree, the commencement address, and the awarding of the degrees to candidates.

Recognition of the Ph.D.: When Doctoral recipients are in attendance, Dean Dewan asks the Ph.D. candidates (seated on stage) to come forward. They put on their caps, rise, and move to form a group at the stage left, facing the podium. Dean Dewan presents the candidates as a group to the President, who recognizes the earlier conferral of the Ph.D at the Doctoral Commencement Ceremony. Then Dean Dewan reads each candidate's name, and the candidate moves toward center stage, extends the left hand to take the diploma from the President, shakes hands with the right. Pausing to be congratulated by Dean Dewan, 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 returns to his/her seat.

Conferring Masters' Degrees: Rebekah Lewin will ask candidates for the degree Master of Science and Master of Business Administration to stand; Dean Zupan presents these groups to the President, who confers the degrees. At the conclusion of the conferral of degrees, Dean Zupan will ask all graduates to be seated.

The masters 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 in the NYC program, 3. Master of Business Administration (other than EMBA), 3. Master of Business Administration in the Executive Program.

At the marshals' signal, the master's candidates go by the far right aisle to the steps at the right of the stage and proceed to the stage landing. Each candidate proceeds to the Announcer at the stage left microphone [Lewin, Anderson or Conlon], 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 then 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 Grand Marshal and Associate Marshal move to the front of the stage and after a brief pause while the marshals hold the mace and the baton, the brass ensemble will begin the march and the marshals will lead the Platform Party from the stage. Faculty Marshals will direct the balance of the academic company [candidates and faculty] to follow in reverse order of the Processional. **Candidates who entered from the left side of the theatre will recess to their right; those who entered from the right side of the theatre will recess to their left. Once out of the seating area, candidates should follow the person in front of them until they are well out of the theatre.**