



UNIVERSITY OF
SAINT JOSEPH

CONNECTICUT

Commencement Instructions

Monday, May 13th, 2019

6:00 p.m.

XL Center, Hartford, Connecticut

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Commencement Facility

- The XL Center arena can seat about 8,000 people.
- Tickets are not required for the ceremony.
- The area is wheelchair-accessible and accessibility services can be provided. (*more information on another slide*)
- Bags, backpacks, luggage, laptops, coolers, parcels, briefcases and like articles will be strictly prohibited from the facility. All guests will be subject to search, at XL Center's discretion, of their person and/or possessions (including women's handbags of normal size that may be allowed entry after such search).
- More information about the XL Center can be found at <http://www.xlcenter.com/guest-services/xl-center-policies>

Commencement Regalia

- The purchase of academic regalia (cap, gown, hood, tassel, and medallion) from the Bookstore is required to participate in the ceremony.
- The deadline to purchase is May 10th.
- Candidates are permitted to decorate the caps; however, do not affix rude or inappropriate messages.
- Honor Cords: Undergraduate students who are receiving honor cords received an email from the Registrar's Office. Questions about cords or eligibility can be directed to the Registrar's Office

Parking/Bus Transportation

- **DIRECTIONS**

- The XL Center address is 1 Civic Center Plaza, Hartford, CT 06103. For directions please visit: [XL Center Directions](#)

- **PARKING**

- Parking is available surrounding the XL Center and throughout downtown Hartford. There are 45 parking lots and garages in downtown Hartford.
- For more information about parking, including accessible parking, or to view a map of the parking garages, please visit [XL Center Parking](#)

- **BUS TRANSPORTATION**

- USJ is offering bus transport from campus to the XL Center for graduating students and Faculty. Spots are first-come, first-served. Instructions on where to meet will be sent to those registered .
- **Departure time from USJ** : 4:00 pm (*arrive at the XL Center at 4: 30 pm*)
- **Departure from XL**: 15 minutes after ceremony conclusion; approximately 8:45 pm

Arrival

- **Students** are asked to arrive for line-up **by 4:30 pm**.
 - There are approximately 600 students attending so please arrive early enough to allow time to register all students.
- **Faculty** are asked to arrive by **4:30 pm** for line-up.
- The doors to the arena will open for **guests** at **5:00pm**. Guests may wait in the lobby if they arrive prior to 5:00pm

Commencement Decorum

- No personal items should be brought into the processional by candidates. Candidates should only have their regalia and commencement name card with them.
- We recommend you don't leave personal items in the line-up area. There will not be an area to secure your belongings and this area will not be supervised.
- Participants are subject to the XL center security policies and will have to go through security on their way into the building.
- Please silence your cell phone during the ceremony.
- Please do not stand on the chairs during the ceremony.
- Participating candidates must plan to stay for the entire ceremony out of respect for all graduating candidates.

Getting Your *Rea*/Diploma

- Candidates do not receive their physical diploma at the Commencement ceremony.
- Diplomas are mailed or can be picked up in the Registrar's Office approximately 10-12 weeks after degree conferral from the semester in which you graduate. (Don't worry! You already told us your preference on your graduation application 😊)
- If you have any questions about the arrival of your diploma, please contact the Registrar's Office at registrar@usj.edu or 860.231.5225.

Photography

- The University has arranged for a professional photographer to take photographs of each candidate as they cross the stage and shake the President's hand.
- Students will receive ordering information for photos directly from the photography company, [Commencement Photos, Inc.](#)
- There will be an opportunity to take pictures before and after the ceremony.
- A backdrop for pictures will be set-up in the upstairs lobby of the XL Center.

Restrooms

- There are restrooms available in the line-up areas.
- However, please keep in mind there will be many people (students, faculty, and staff) in the line-up area and the lines may be long.
- To help alleviate this it's advised you use the bathroom prior to coming to the XL center or early during the line-up time.

Accessibility for Guests

- Individuals needing limited mobility or wheelchair accessible seating for commencement should arrive early to the XL Center. XL Center staff will be able to show your guest as well as one companion guest (if applicable) to an accessible seating section. XL Center staff will attempt to seat the rest of your guests as close to the section as possible. As seats are first-come, first-served, early arrival to the XL Center is encouraged.
- Parking for XL Center visitors are available in surrounding lots and garages, inclusive of accessible parking. Here is information about XL Center parking: <http://www.xlcenter.com/around-the-arena/parking>
- Please contact Jennifer Boylan, Student Accessibility Coordinator, if there are any questions or concerns; jboylan@usj.edu

Marshals

- **Grand Marshal**
 - Dorothy Keller, M.Ed.
- **Faculty Marshals – Faculty Processional**
 - Janet Knecht, Ph.D., MSN
 - Margery Lawrence, Ph.D., R.D.
- **Faculty Marshals – School of Pharmacy and Physician Assistant Studies**
 - Dayne Laskey, Pharm.D., DABAT – *Doctoral Candidates*
 - Mary Lebatique Minto, M.H.S., PA-C – *Masters Candidates*
- **Faculty Marshals – School of Arts, Sciences, Business, and Education**
 - Randa Elbih, Ph.D. – *Masters Candidates*
 - Nancy Billias, Ph.D. – *Masters Candidates*
 - Kenneth Long, Ph.D. – *Undergraduate Candidates*
- **Faculty Marshals – School of Interdisciplinary Health and Science**
 - Elba Caraballo, M.A., MSW, Ph.D. – *Masters Candidates*
 - Madeline Pérez DeJesús, Ph.D., M.Phil., MSW – *Undergraduate Candidates*
 - Lucinda Canty, RN, MSN, C.N.M. – *Undergraduate Candidates*

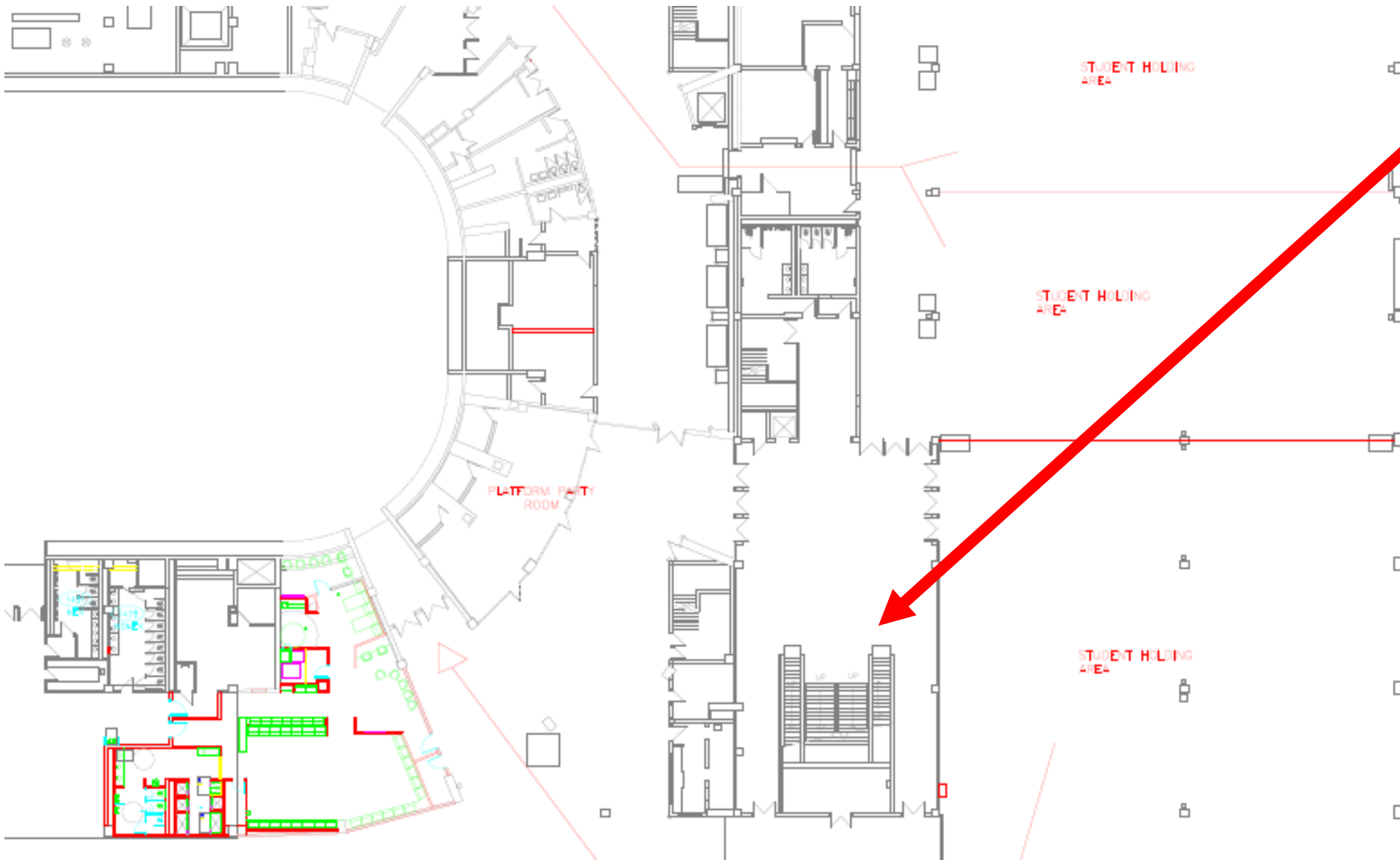
XL Overview



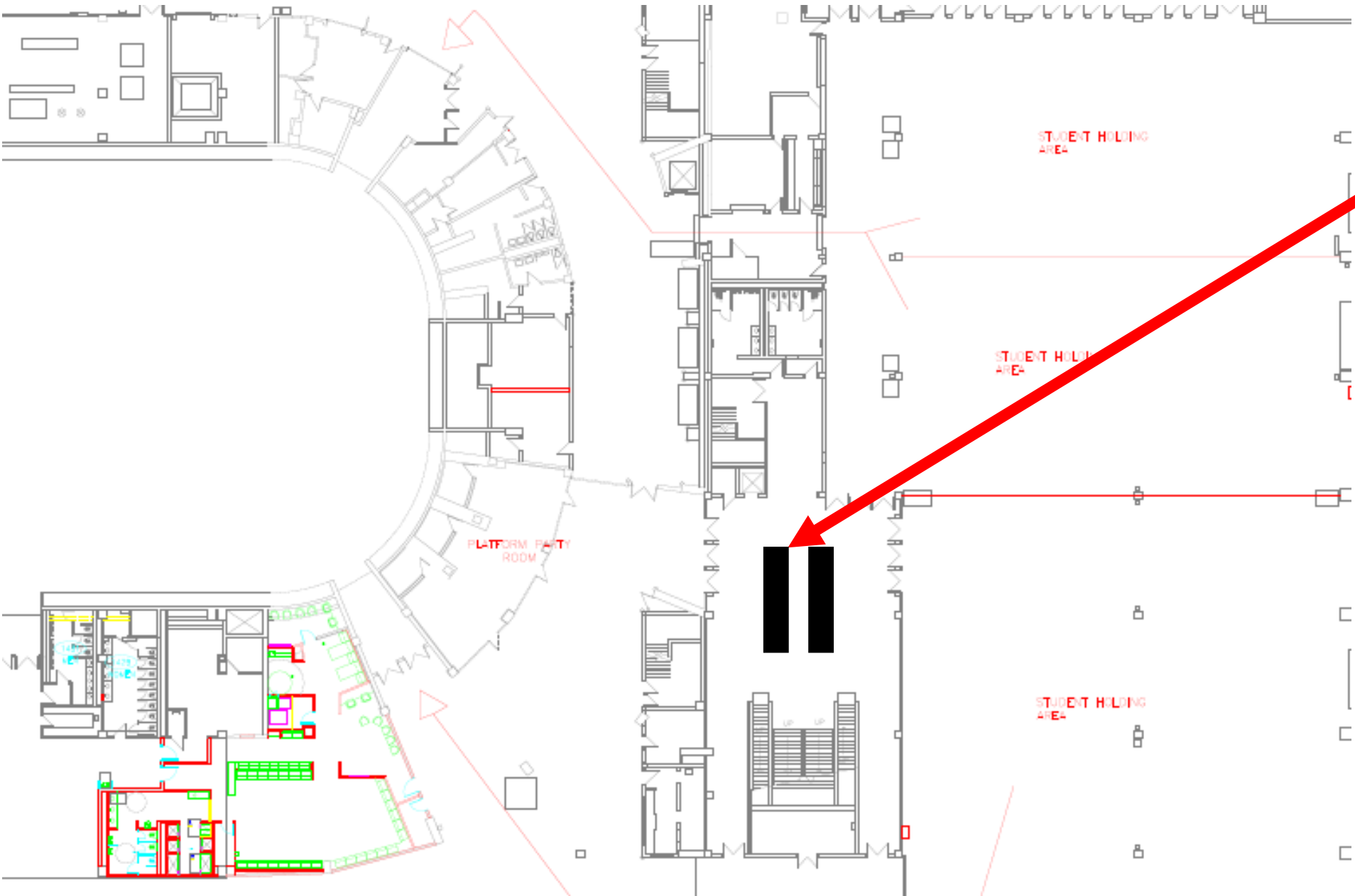
- The arena doors will open at 5:00 pm for guests
- Guests are not permitted into the student line-up area
- Students must arrive by 4:30 for line-up
- The processional lines will move into position at 5:40 pm

Student Line-Up

Where is the student area?



Students will enter the line-up area from the stairs in the lobby. Guests are not permitted downstairs. You must have your cap and gown to be allowed into the line-up area.



There will be registration tables by the bottom of the stairs. Students will check in to receive their name card for the ceremony.
**Don't lose your card, it has your phonetic spelling.*

Student Registration: *Check-in by last name*

Left:

All Graduate,

except PA

S-Z

L-R

D-K

A-C

Far Right:

Pharmacy & PA

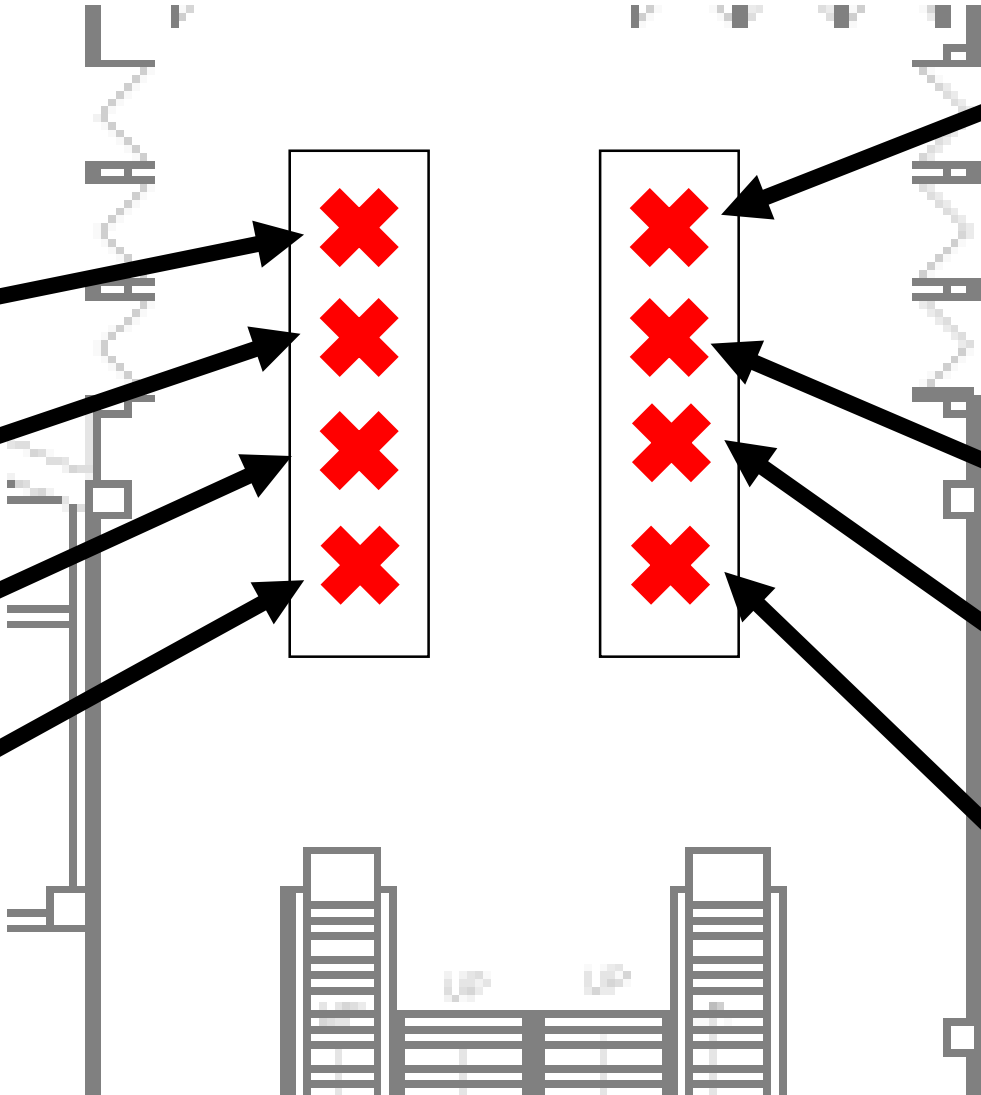
Right:

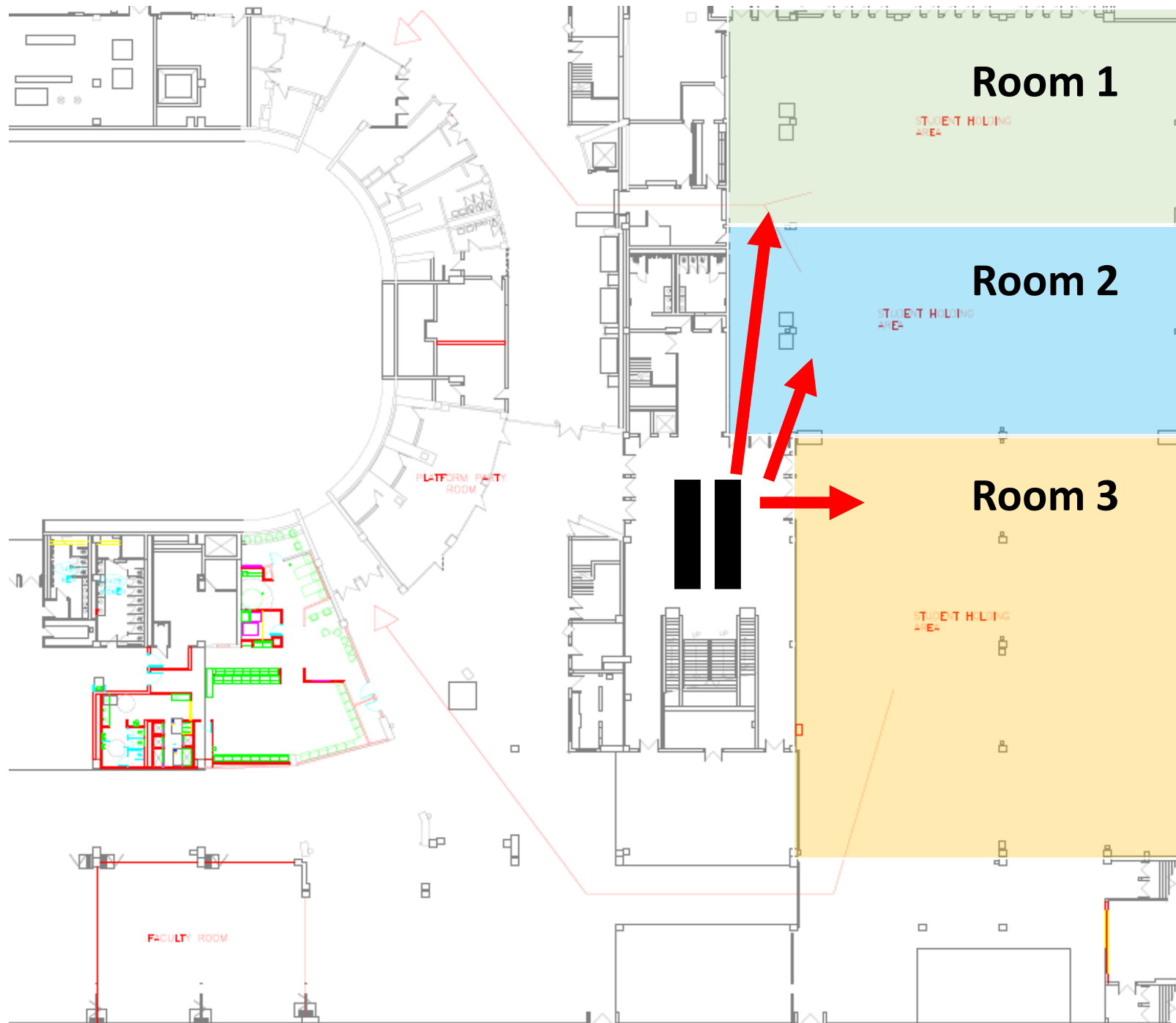
All Undergraduate

P-Z

G-O

A-F



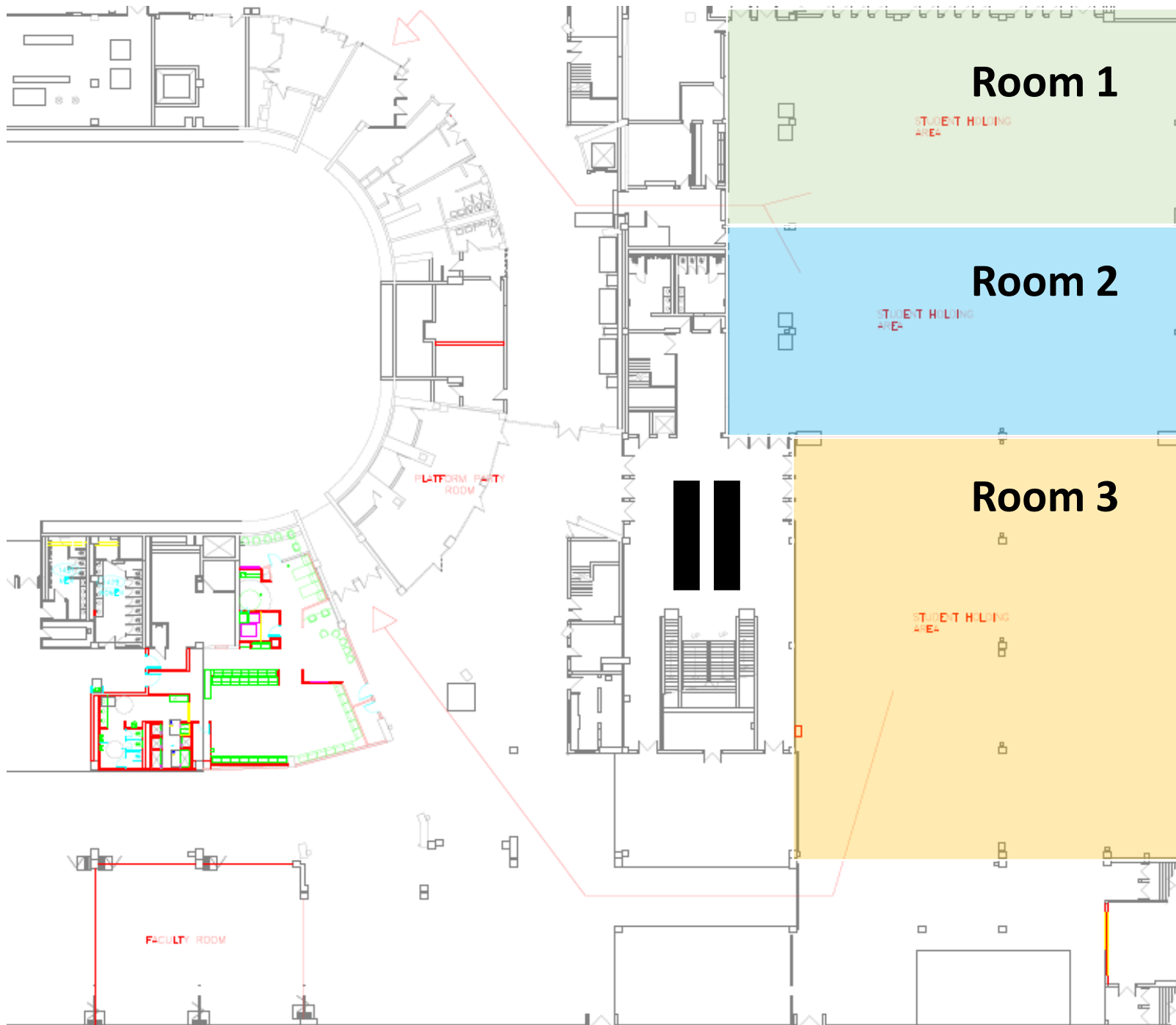


Once you have registered, students will make their way to the line-up rooms. The rooms are arranged by school.

Room 1: School of Pharmacy and Physician Assistant Studies

Room 2: School of Arts, Sciences, Business, and Education

Room 3: School of Interdisciplinary Health and Science



The students in each room will be divided by degree level (Doctoral, Masters, or Undergraduate)

Students are not required to line up in alphabetical order.

Not sure what school you're in?

- **School of Arts, Sciences, Business, and Education**

- Accounting
- Art History
- Biochemistry
- Biology
- Chemistry
- Education (Graduate programs)
- English
- History
- Management
- Mathematics
- Philosophy
- Religious Studies
- Special Education
- Women's Studies

- **School of Interdisciplinary Health and Science**

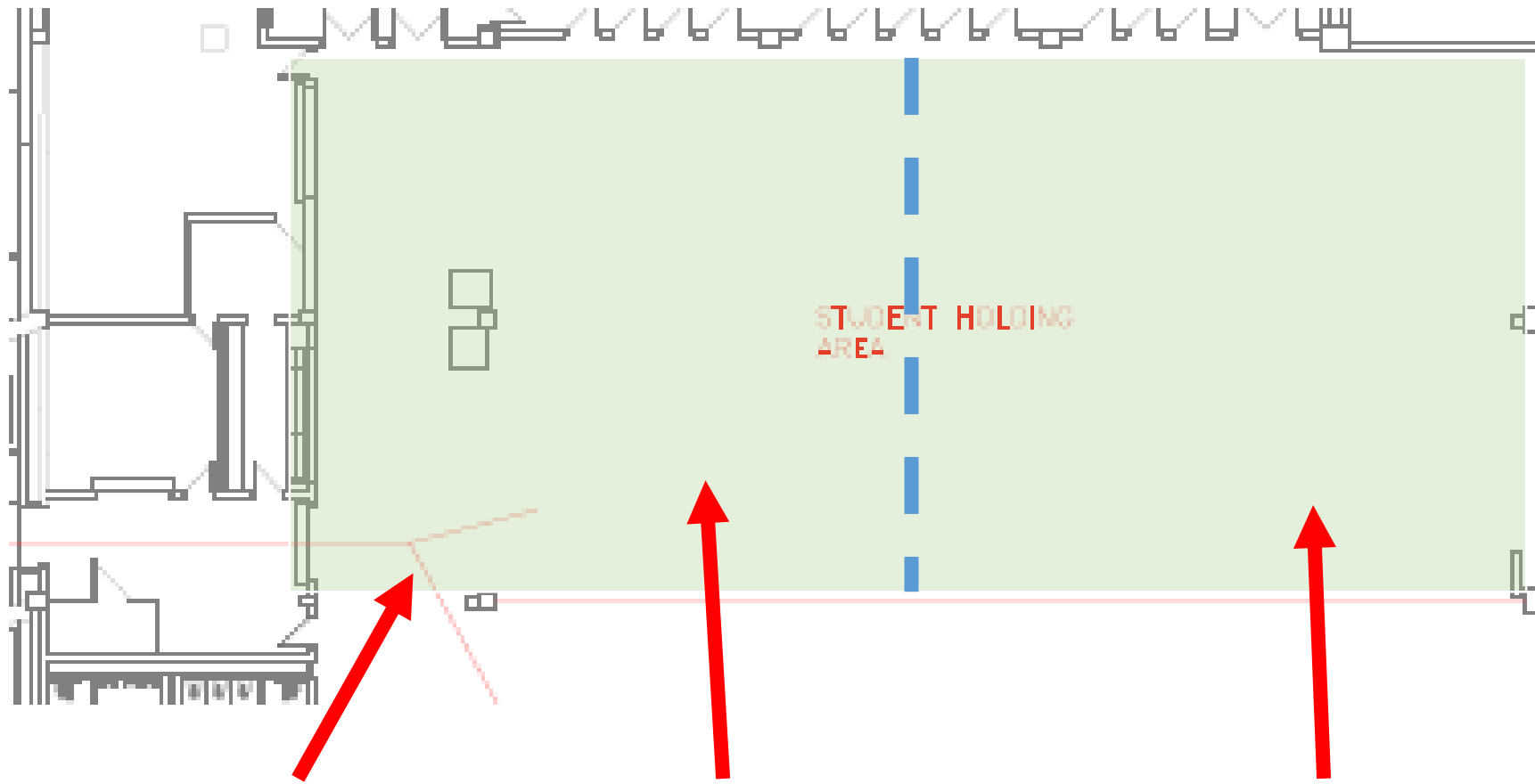
- ABA/Counseling
- Child Study
- Criminal Justice
- Marriage and Family Therapy
- Nursing
- Nutrition
- Psychology
- Public Health
- Social Work

- **School of Pharmacy and Physician Assistant Studies**

- Pharmacy
- PA

NOTES

- **Undergraduate teacher licensure:** Students should line up with your academic major - not education.
- **Double Majors:** If you have a double major in different schools you may select the school you want to walk with.



Room 1

This room will hold students from the School of Pharmacy and PA studies

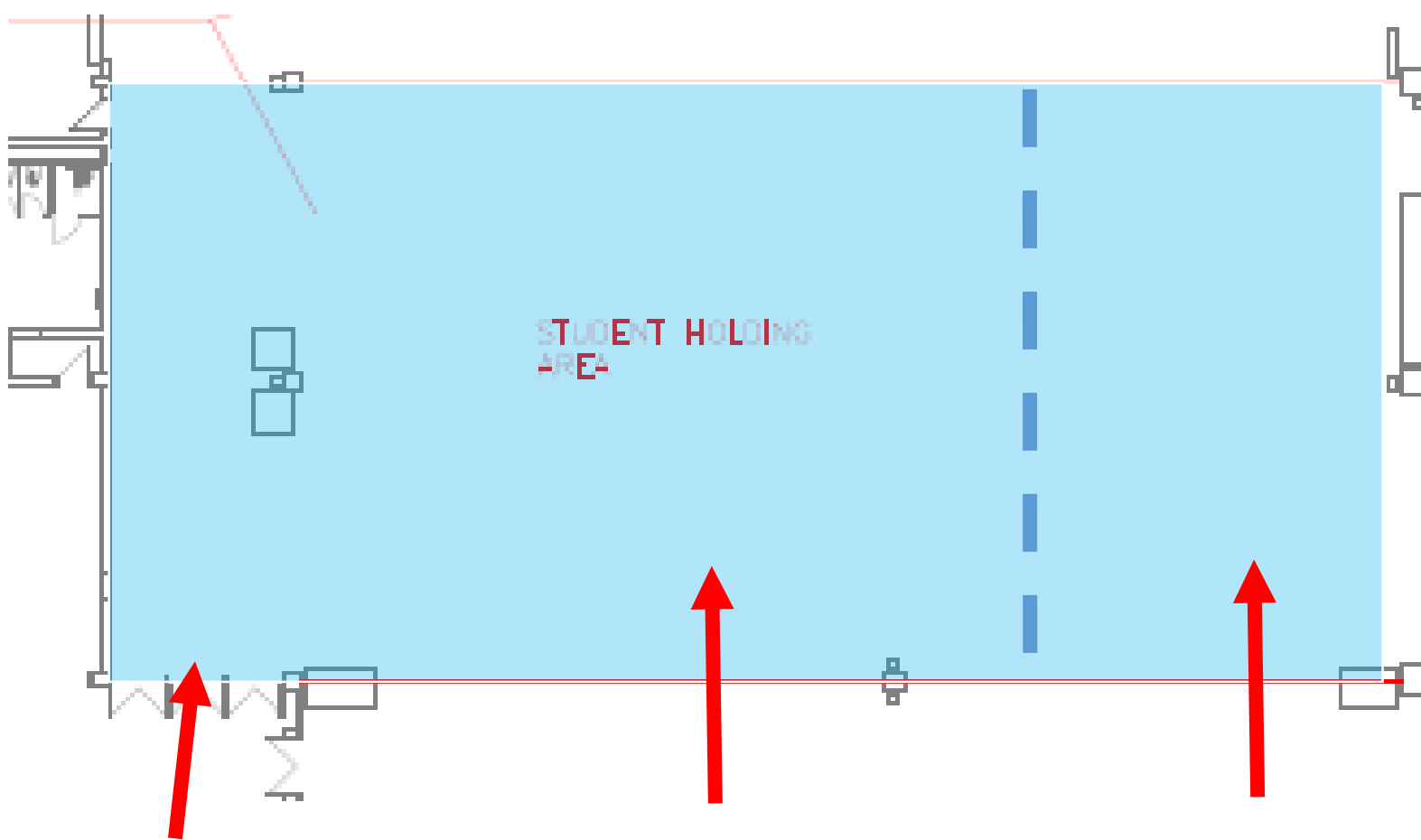
Pharmacy Faculty Marshal:
Dr. Dayne Laskey

PA Faculty Marshal:
Ms. Mary Minto

To enter this room from the registration tables, students will need to pass through room 2

Pharmacy Students will line up in the front of the room

PA students will line up in the back of the room



Room 2

This room will hold students from the School of Arts, Sciences, Business, and Education

Faculty Marshals:

- Dr. Randa Elbih
- Dr. Kenneth Long
- Dr. Nancy Billias

Students will access this room from the registration tables here

Masters Students will line up in the front of the room

Undergraduate students will line up in the back of the room

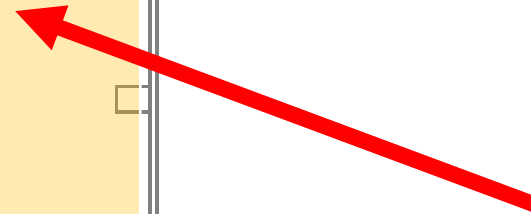
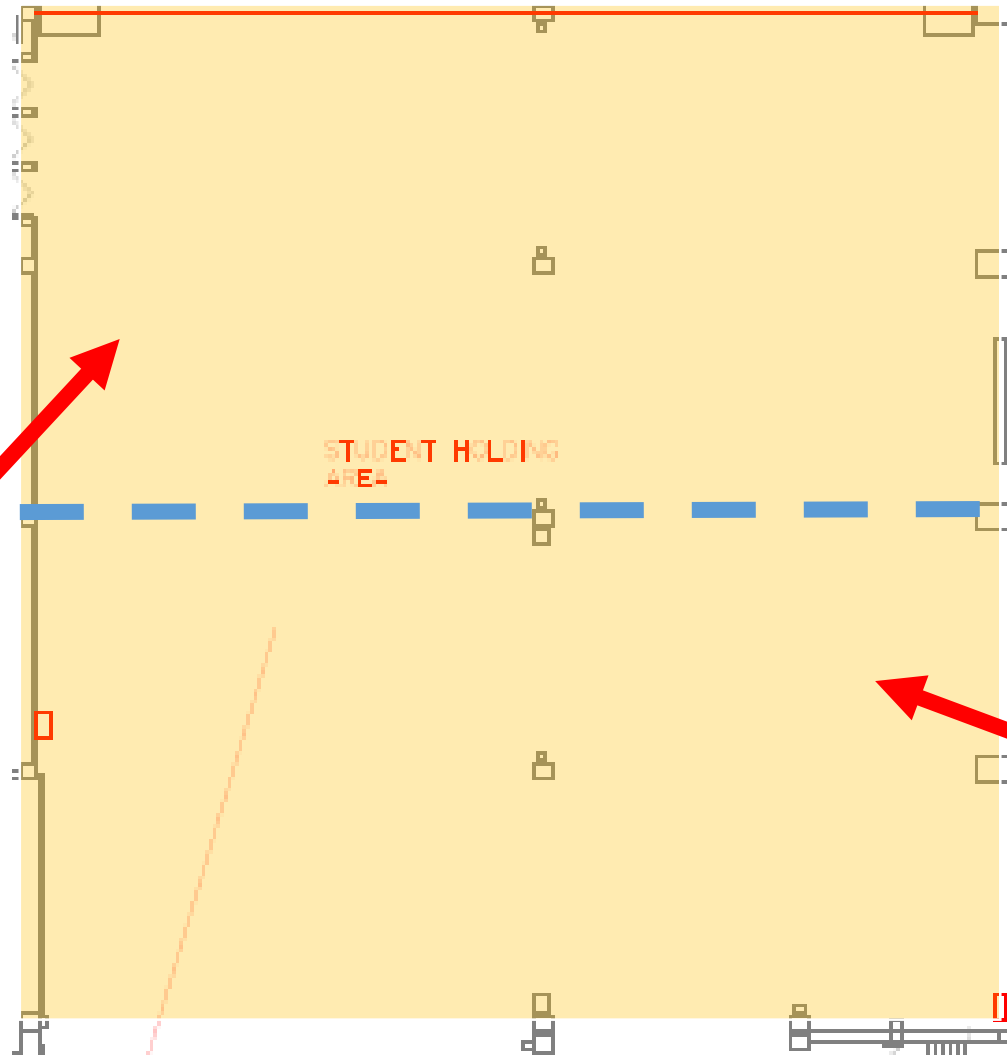
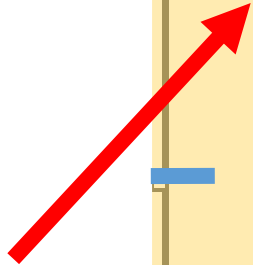
Room 3

This room will hold students from the School of Interdisciplinary Health and Science

Students will access this room from the registration tables here



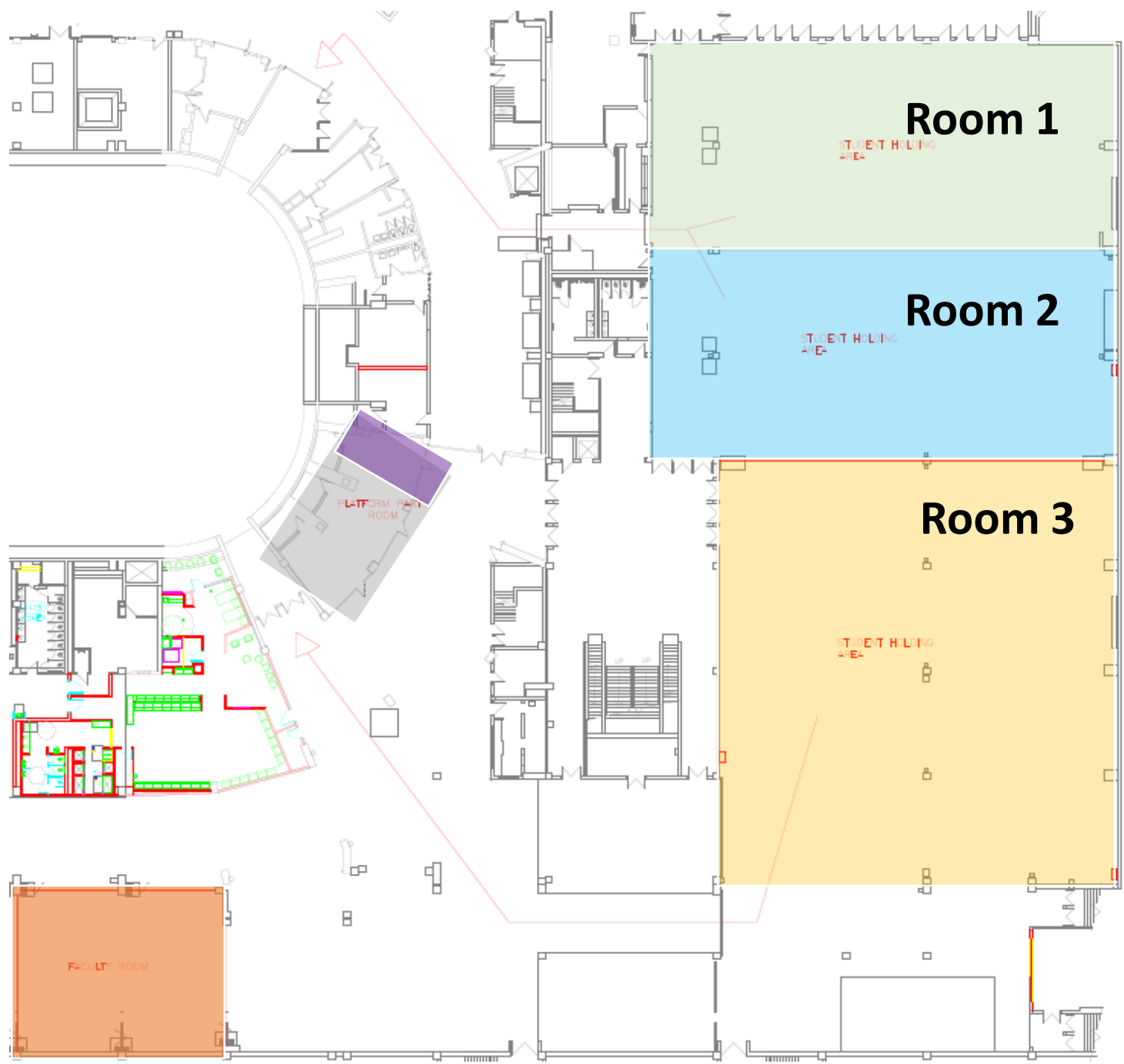
Undergraduate students will line up in the front of the room



Masters Students will line up in the back of the room

Processional

Overview



Faculty

Anniversary Class

Students

(Pharmacy and PA Studies)

Students

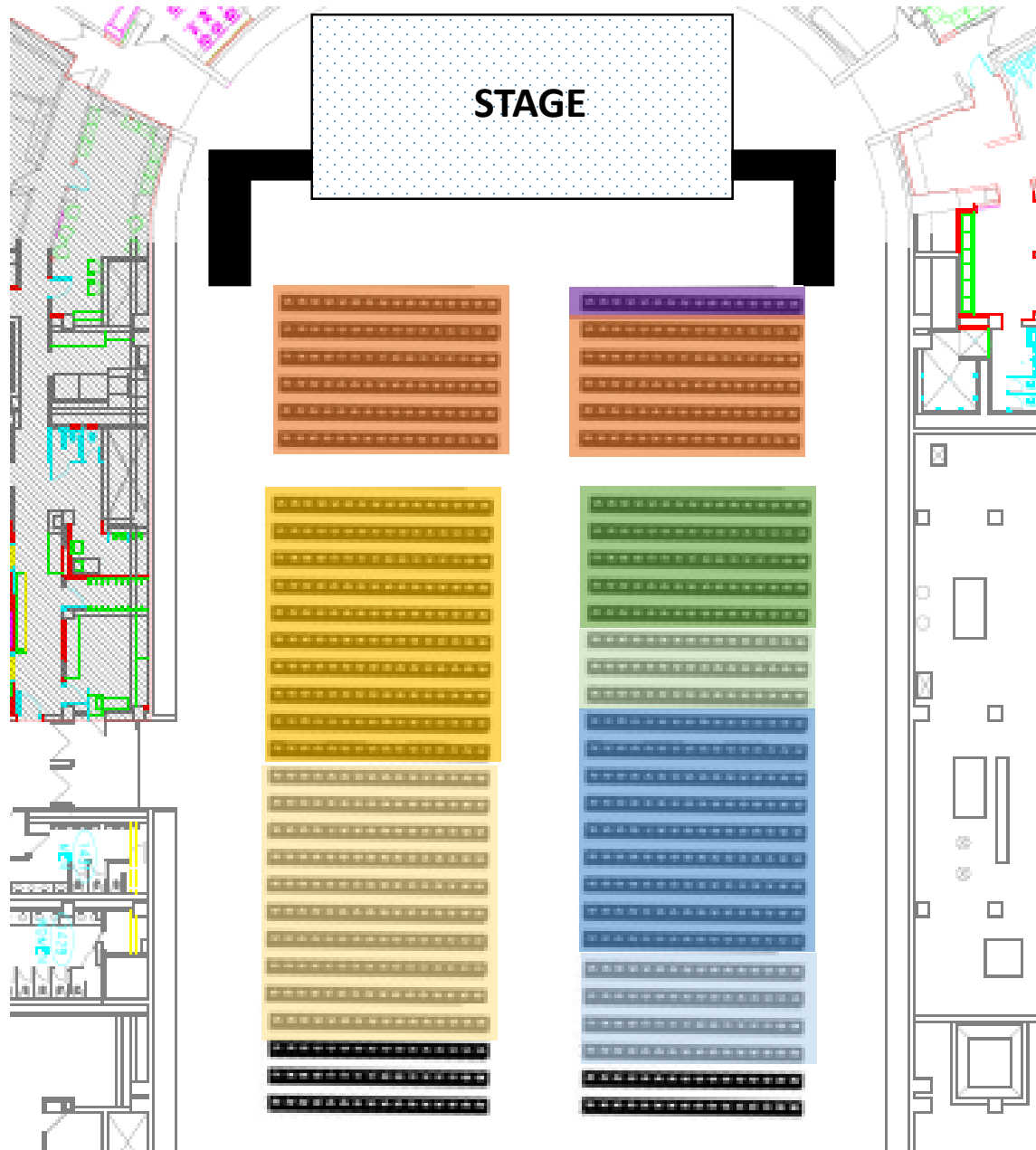
(Arts, Sciences, Business, Education)

Students

(Interdisciplinary Health and Science)

Platform Party and Trustees

Overview



Faculty

Anniversary Class/VIP

Students

(Interdisciplinary Health and Science – Masters Candidates)

Students

(Interdisciplinary Health and Science – Baccalaureate Candidates)

Students

(Pharmacy and PA Studies – Doctoral Candidates)

Students

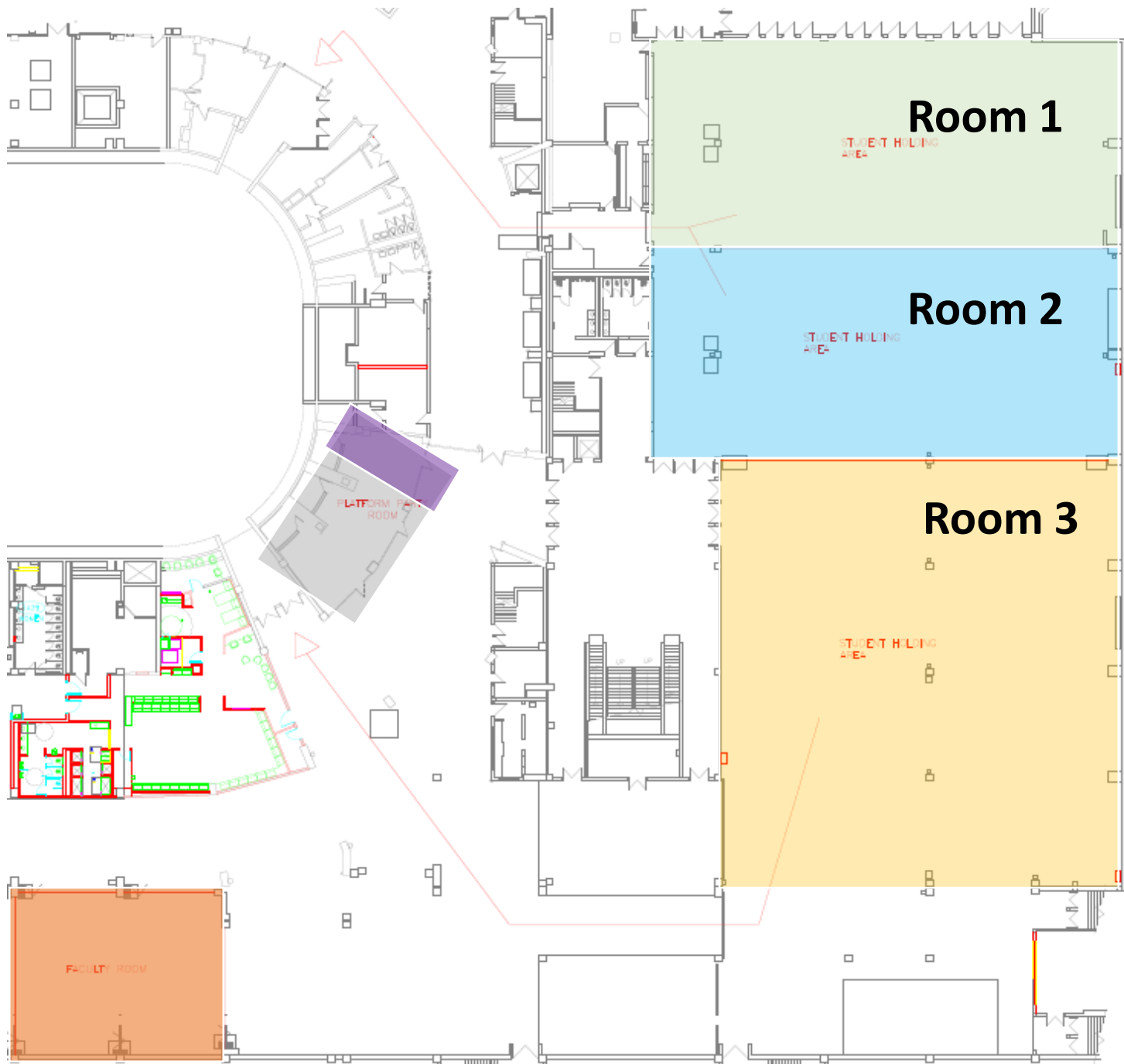
(Pharmacy and PA Studies – Masters Candidates)

Students

(Arts, Sciences, Business, Education – Masters Candidates)

Students

(Arts, Sciences, Business, Education – Baccalaureate Candidates)



Order of Processional:

1. Students
2. Anniversary Class
3. Faculty
4. Platform Party/Trustees

Student Processional



Processional: Students

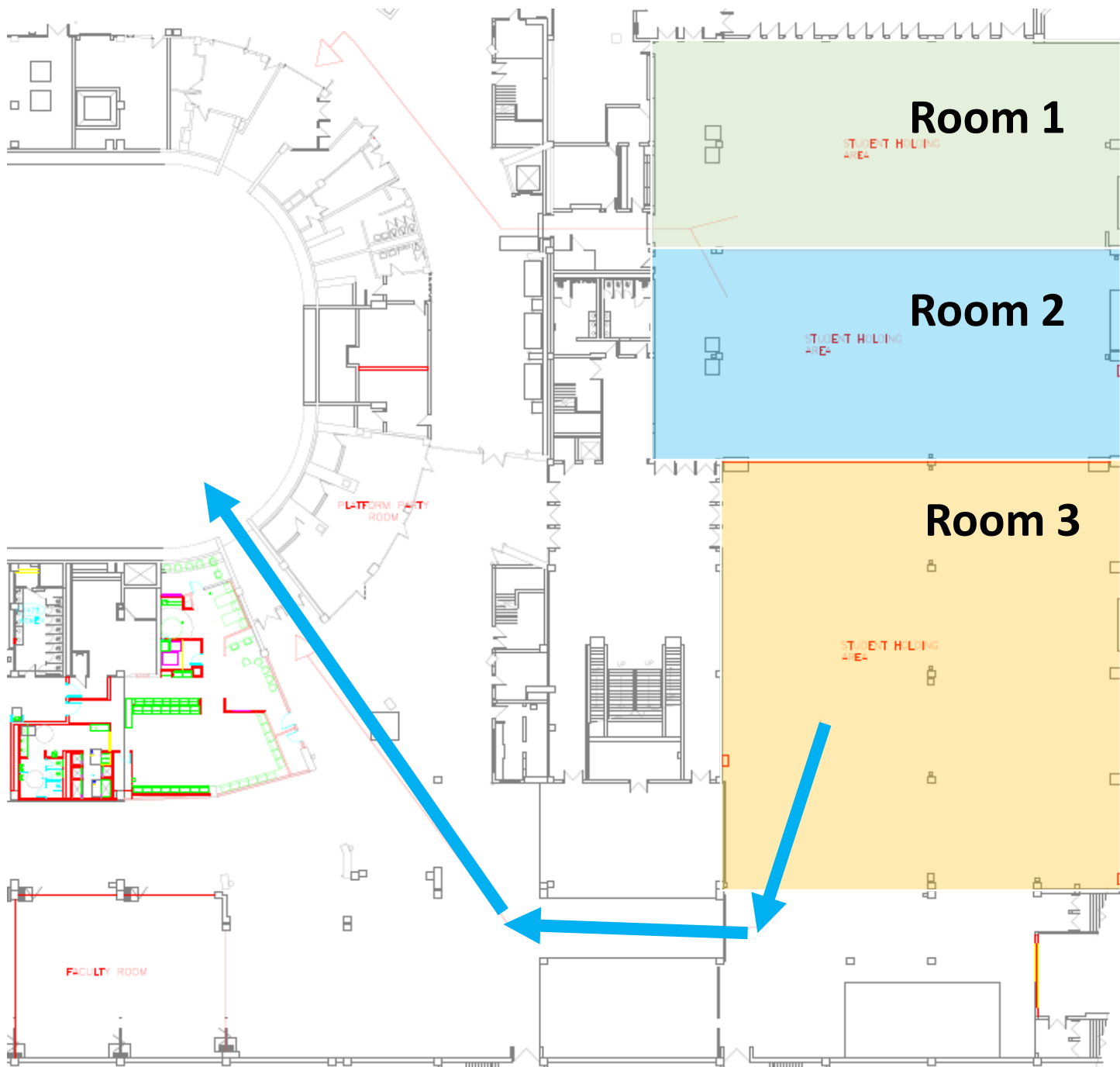
Students from Room 1 and 2 will follow their marshals along the **red** path into the arena. The order will be as follows:

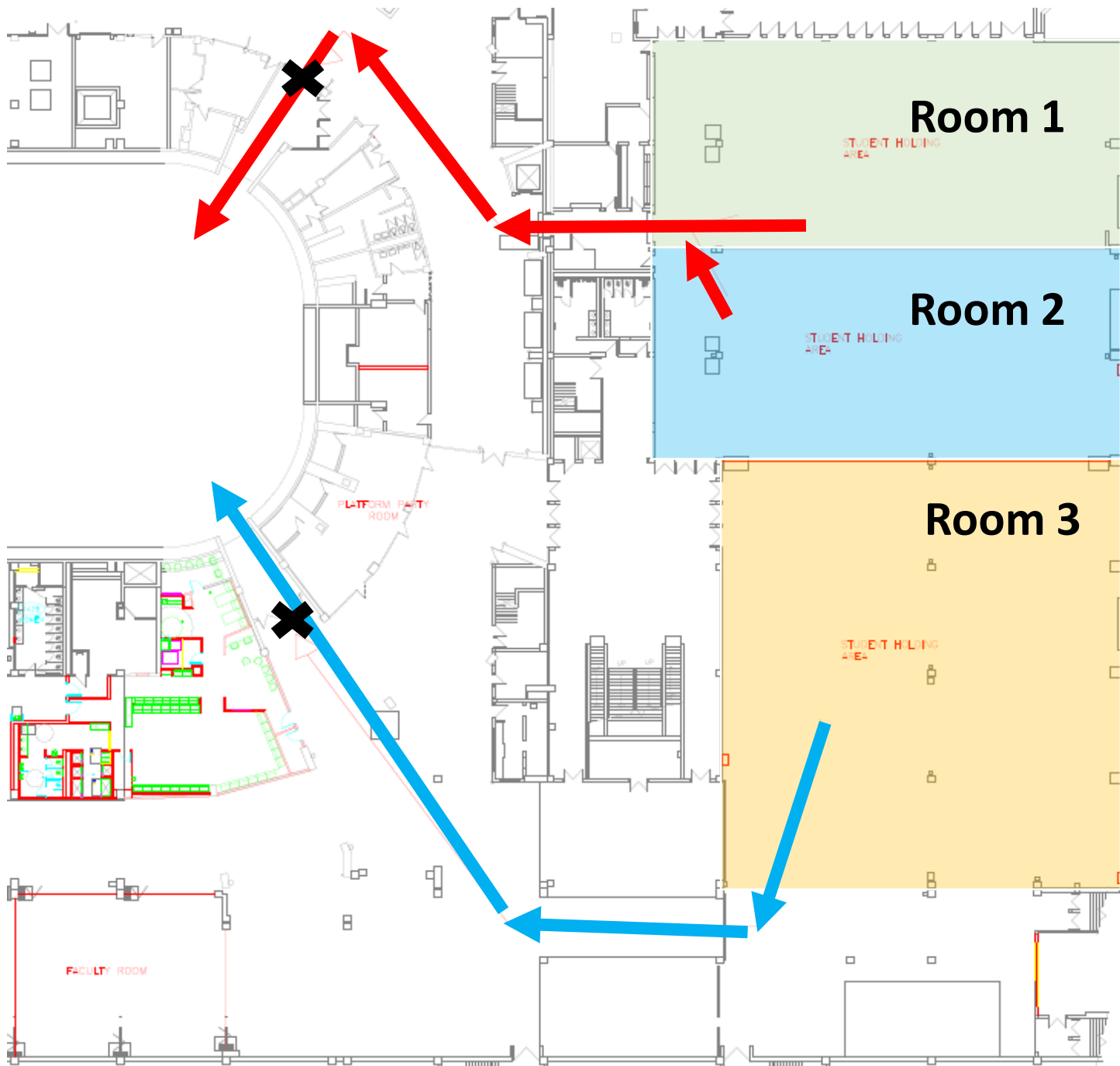
1. Room 1 - **School of Pharmacy and Physician Assistant Studies**
 1. Doctoral Candidates
 2. Masters Candidates
2. Room 2 - **School of Arts, Sciences, Business, and Education**
 1. Masters Candidates
 2. Baccalaureate Candidates

Processional: Students

Students from Room 3 will follow their marshals along the **blue** path into the arena. The order will be as follows:

1. **Room 3** - School of Interdisciplinary Health and Science
 1. Masters Candidates
 2. Baccalaureate Candidates

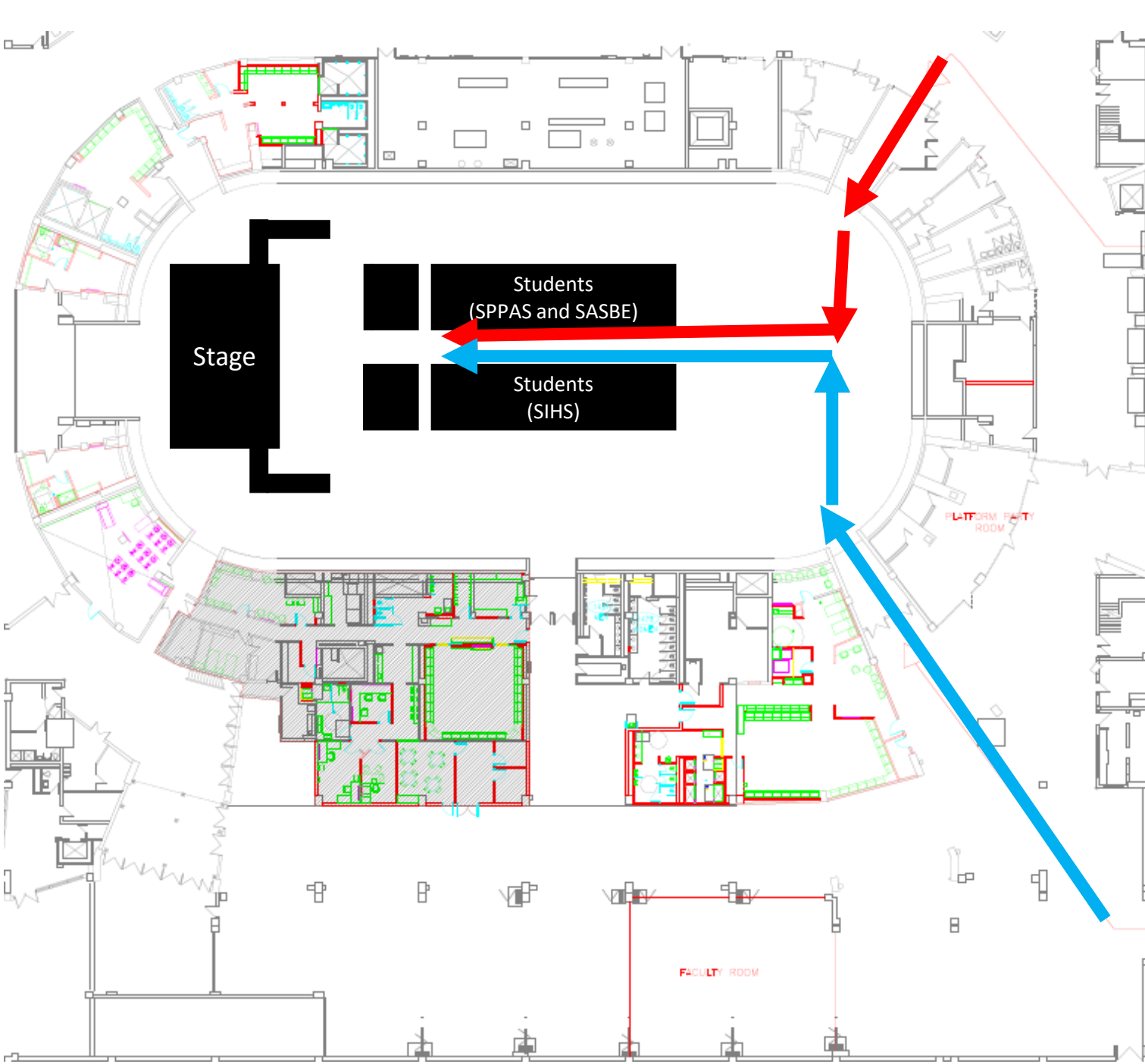




Processional: Students

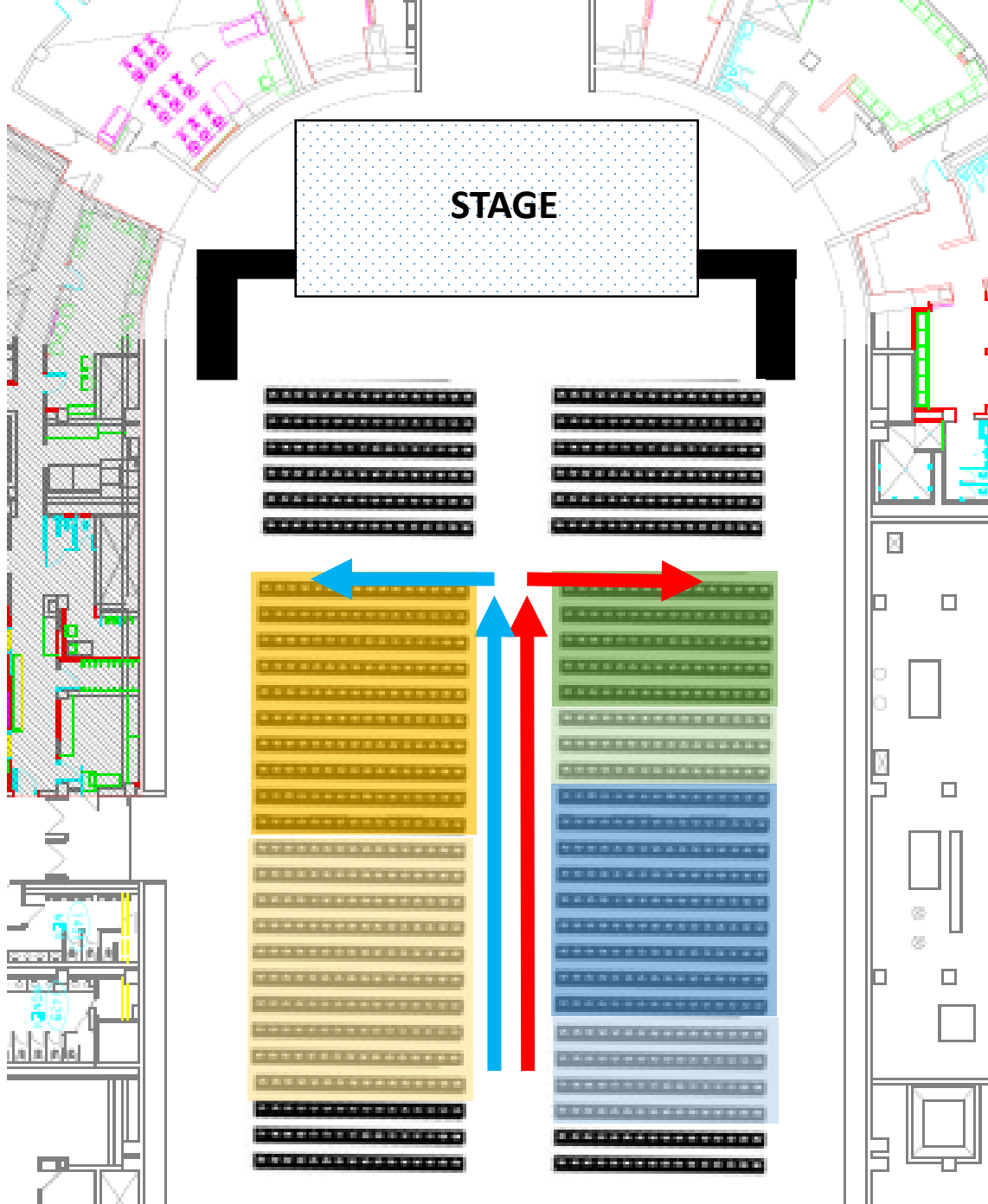
- The processional will begin promptly at **5:50 pm**.
- At **5:30 pm** students should be in lines.
- At **5:40 pm** the student lines will begin to move to the entrances of the arena and wait at the **✕**
- At **5:50 pm** both lines will be cued to move forward into the arena to begin the processional

Note: If you arrive late: Please check in at the registration table. A staff member will find you a seat in the back of the students.



Processional: Students

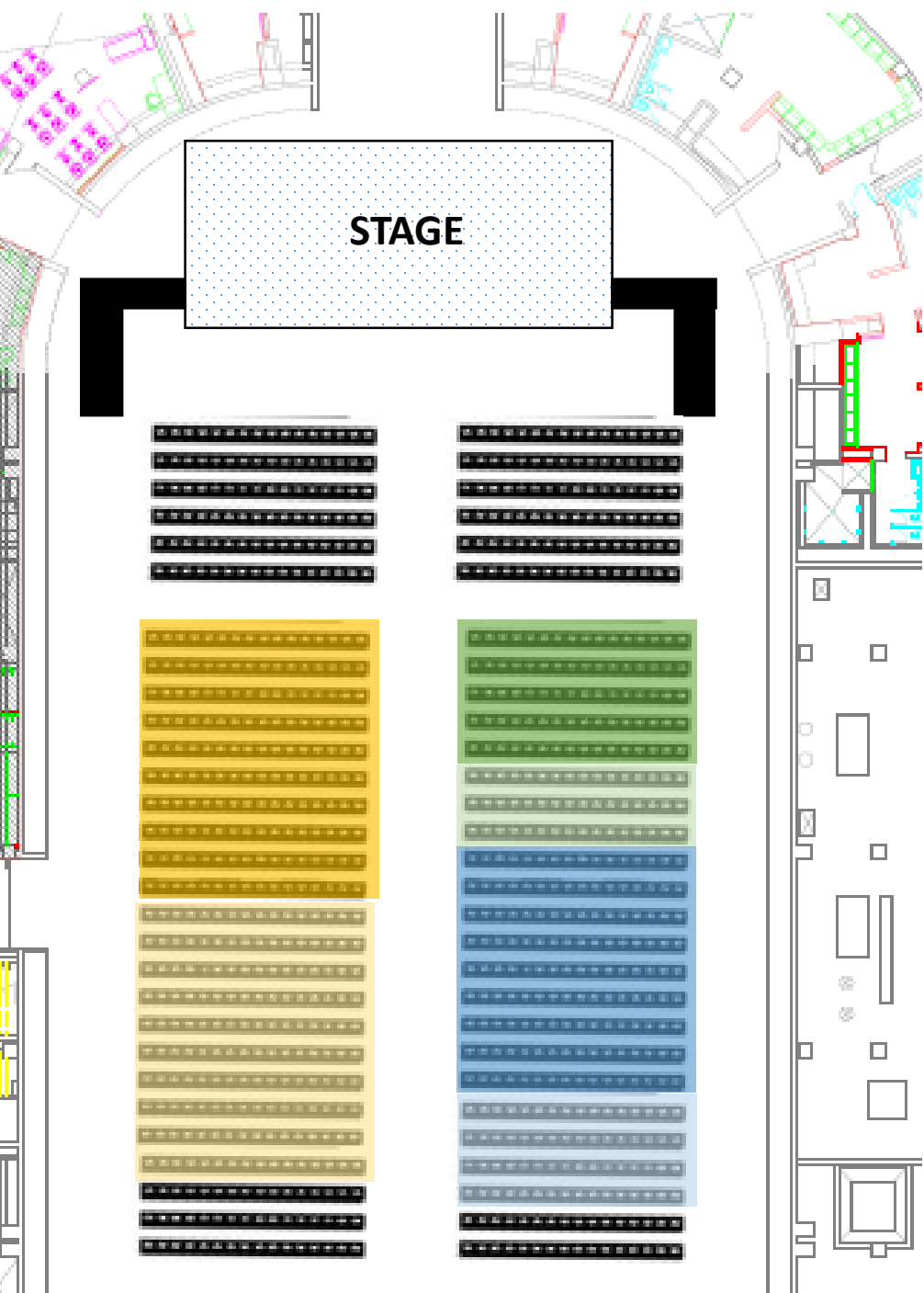
- The front of each line will meet in the center back, processing side-by-side down the middle of the chairs



Processional: Students

- Students will turn into their section; left line turning left; right line turning right
- Your marshals will count out **16 students** and direct students to start a new row.
- Please remain standing; you will be directed when it is time to be seated.

Getting your Diploma



Getting your Diploma:

Degrees will be conferred in the following order

1. Doctoral Candidates:

1. School of Pharmacy and Physician Assistant Studies

2. Master's Candidates and Post-Baccalaureate Certificates

1. School of Interdisciplinary Health and Science
2. School of Arts, Sciences, Business, and Education
3. School of Pharmacy and Physician Assistant Studies

3. Baccalaureate Candidates

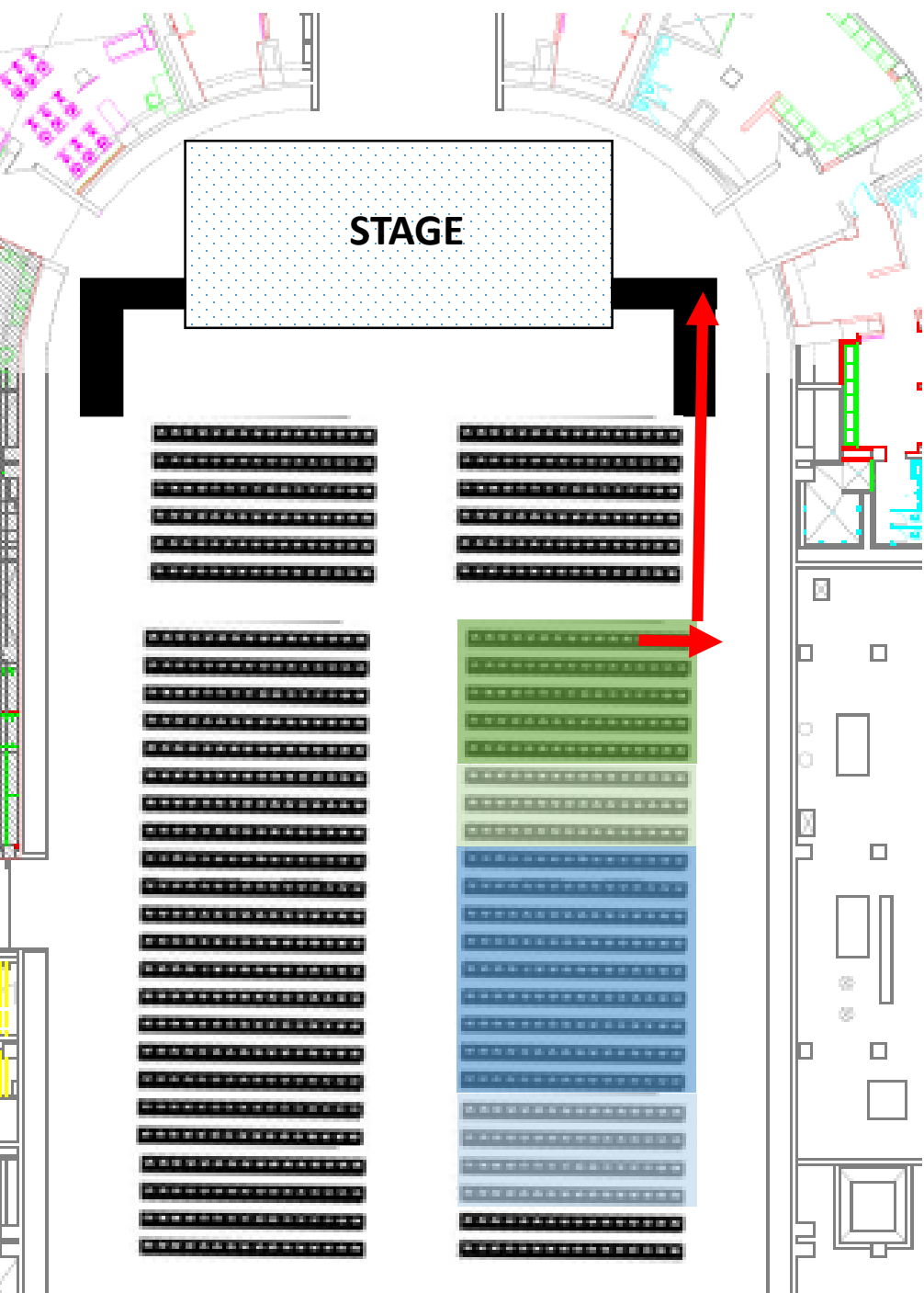
1. School of Interdisciplinary Health and Science
2. School of Arts, Sciences, Business, and Education

Getting your Diploma

Students on the RIGHT

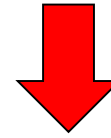
School of Pharmacy and Physician Assistant Studies

School of Arts, Sciences, Business, and Education



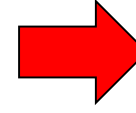
Getting your Diploma:

Students on Right

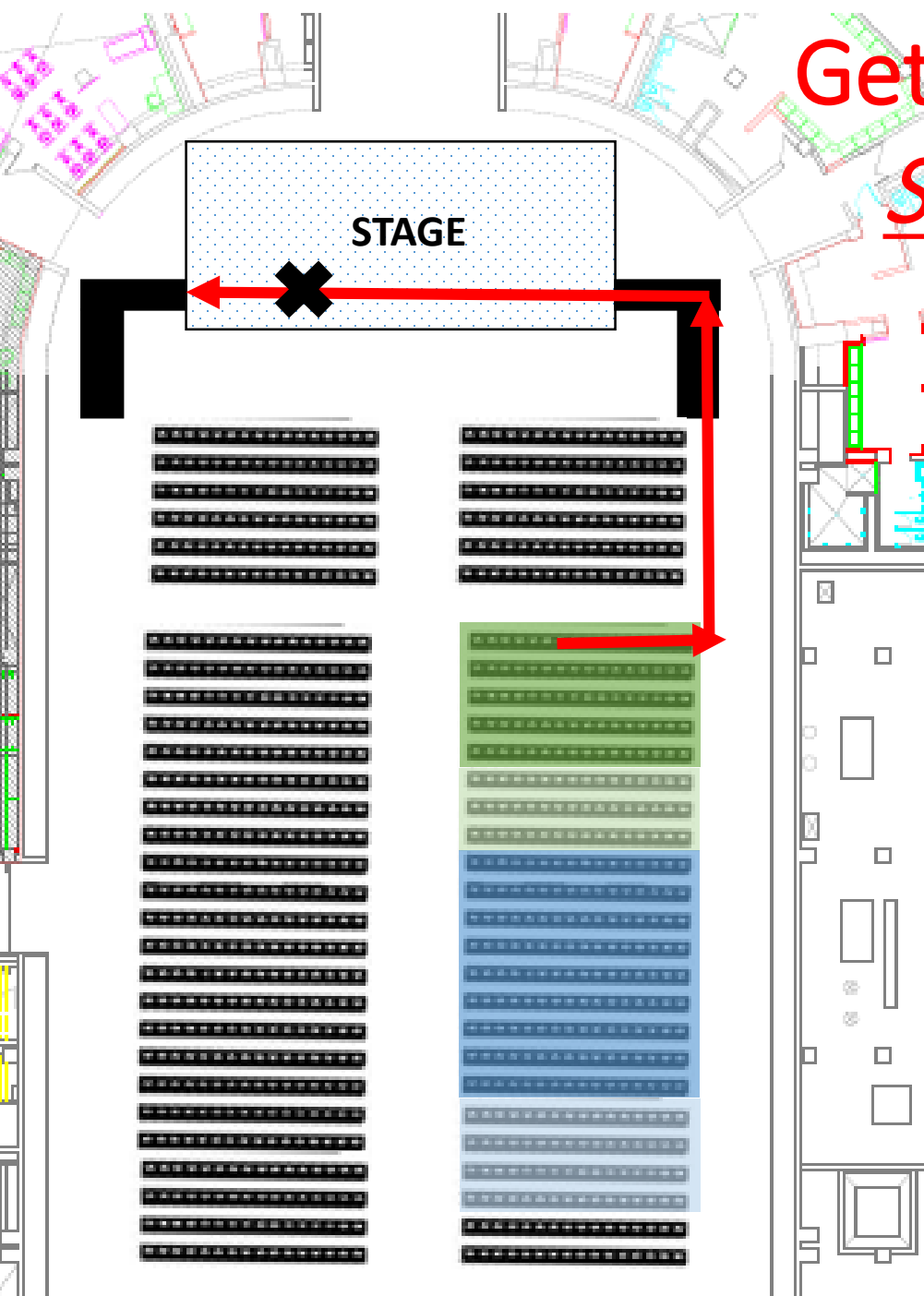


- Pharmacy and Physician Assistant Studies
 - School of Arts, Sciences, Business, and Education
-
- The marshal will direct each row of students to the stage, starting with the first row. You may remain seated until your marshal directs you to stand.
 - You will proceed to your immediate right, into the outside aisle, and up to the stage when directed by the Marshal.
 - Marshals will direct students starting with the front row.

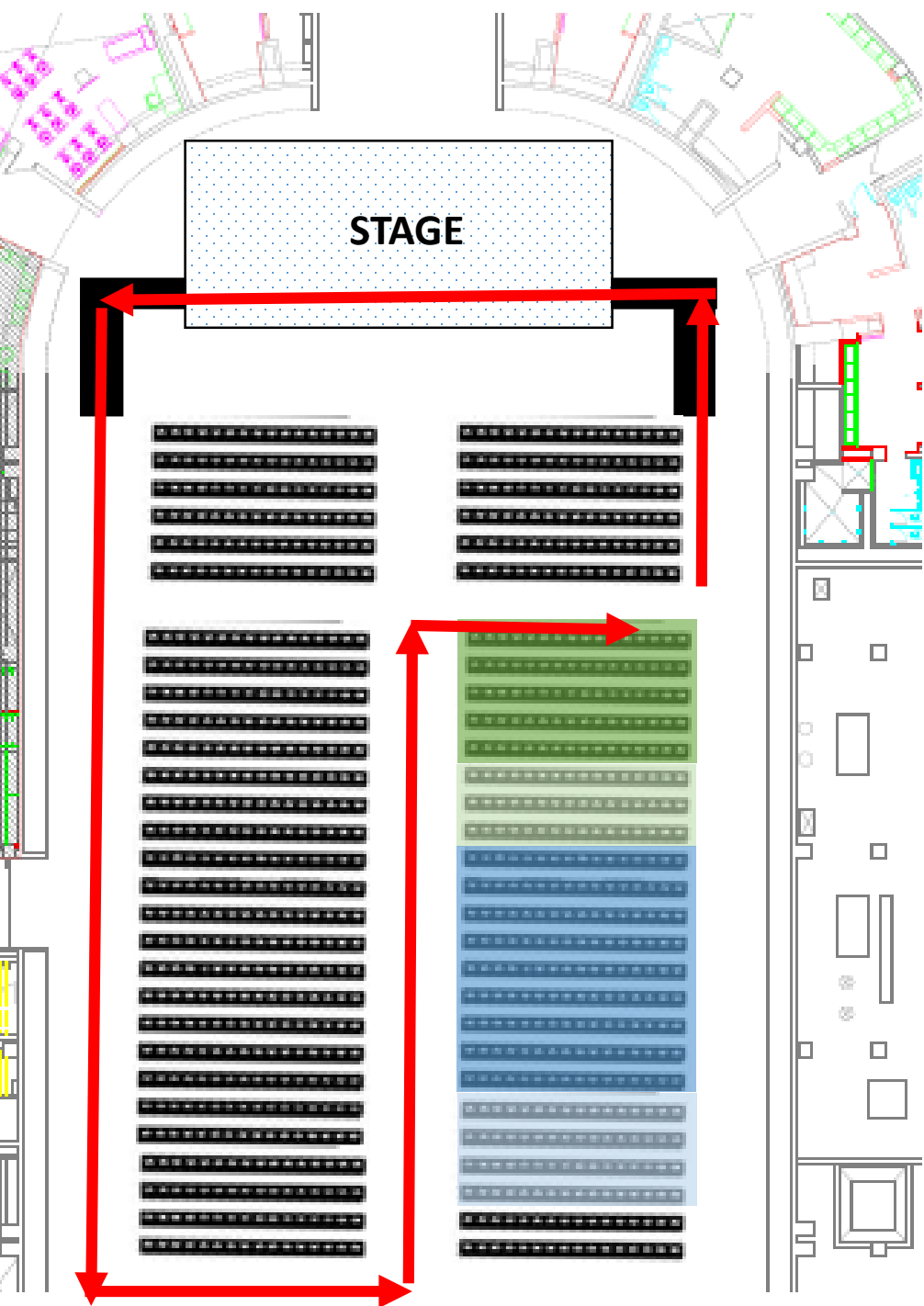
Getting your Diploma: Students on Right



- Pharmacy and Physician Assistant Studies
- School of Arts, Sciences, Business, and Education



- Students will enter the stage from the ramp on the right
- You will hand your reader card (Don't forget this on your seat!) to the assistant next to the reader (Cindy Dodge).
- You will proceed across the stage as your name is read; shaking hand with the Dean, continuing across the stage to shake hands with the President and receive your diploma.
- Pause for a picture (at the X) as you shake hands with the President
- Continue across the stage to the ramp on the opposite side.



Getting your Diploma:

Students on Right ↓

- Pharmacy and Physician Assistant Studies
 - School of Arts, Sciences, Business, and Education
-
- Exit the ramp and proceed all the way to the back of the chairs, turn left at the last row, and left again to proceed up the center aisle. Return to your row from the center aisle. You may be seated as soon you return to your seat.
 - The process will repeat itself until each student has been on stage.

Getting your Diploma

Students on the LEFT

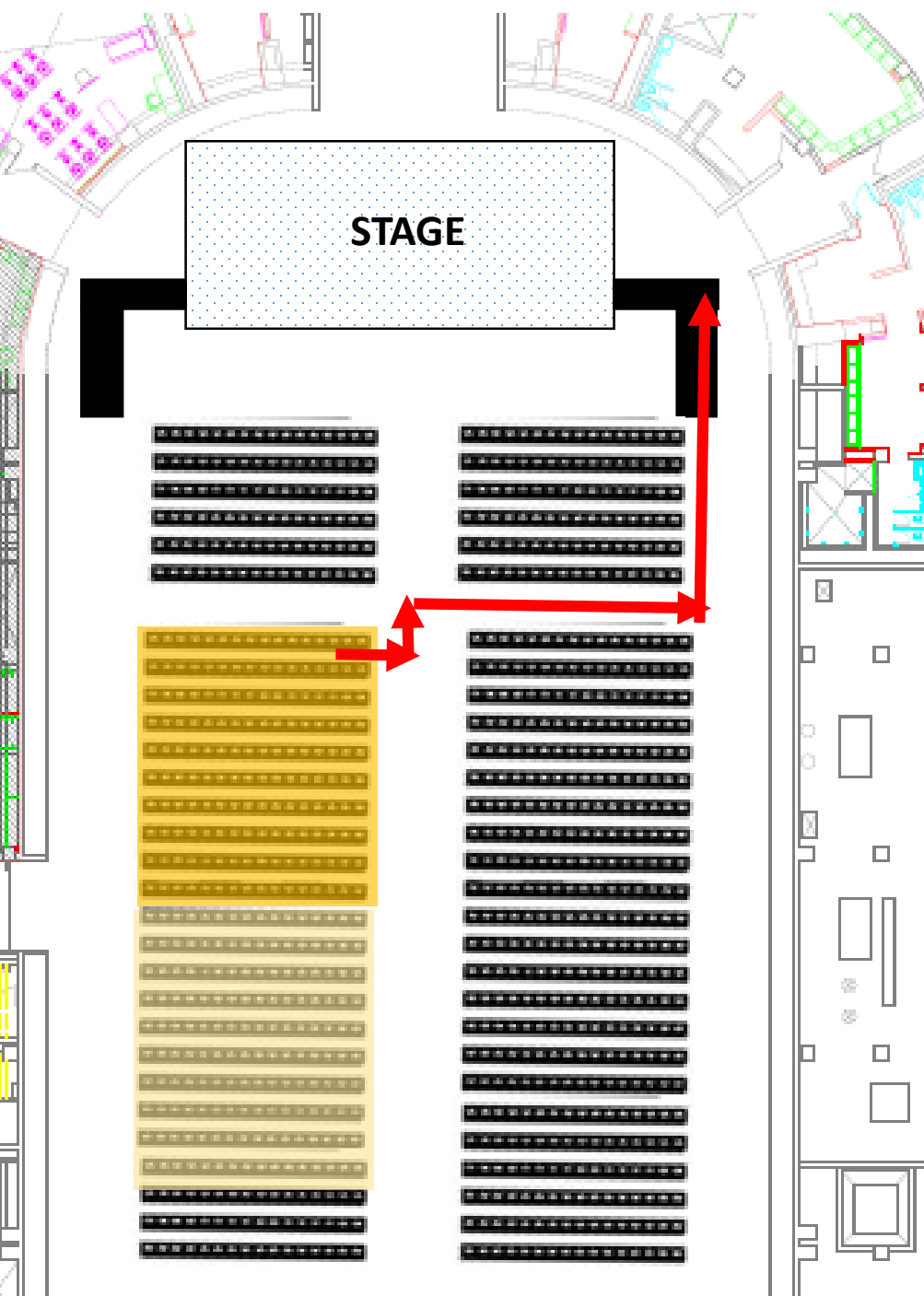
School of Interdisciplinary Health and Science

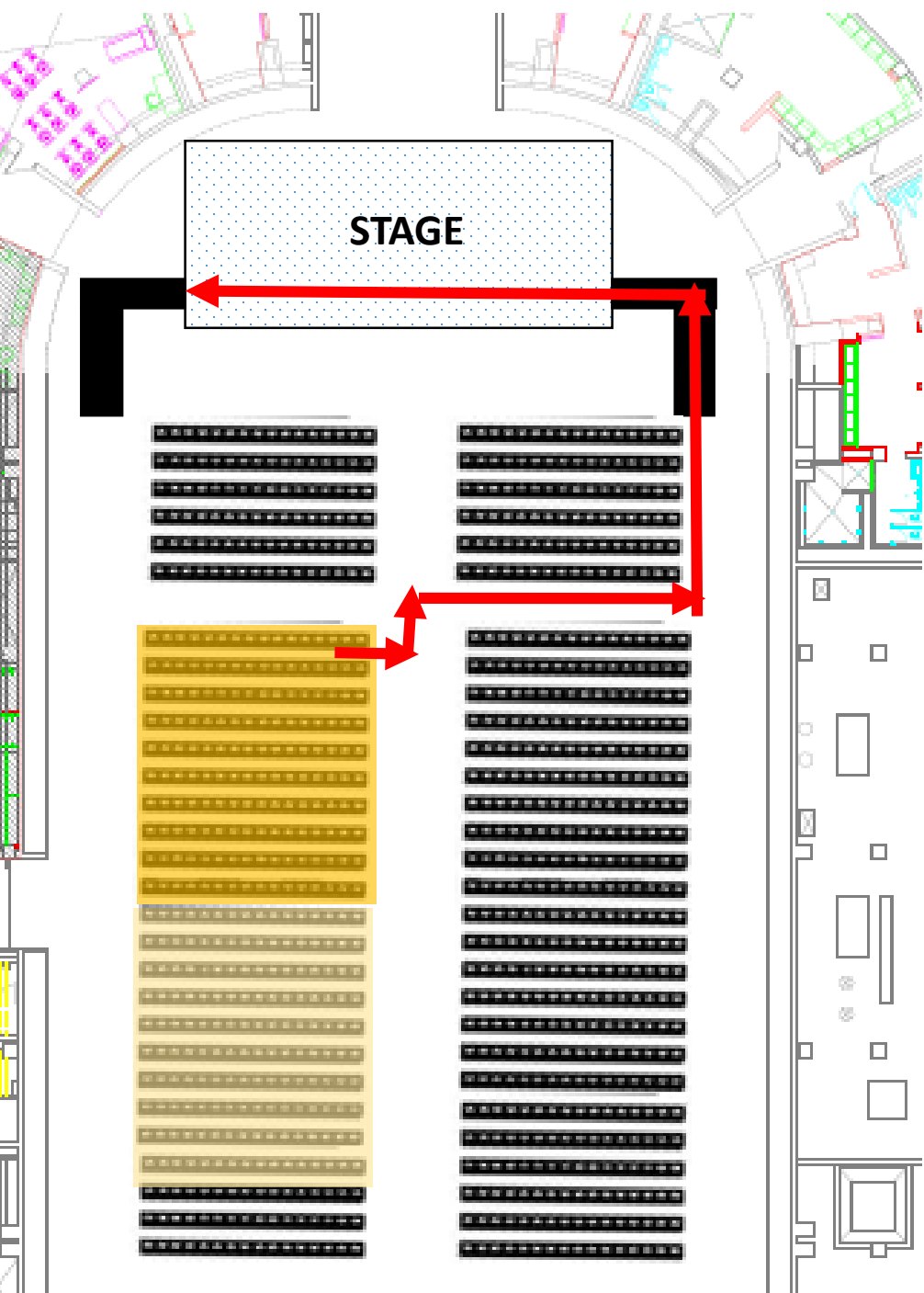
Getting your Diploma:

Students on Left ↓

- School of Interdisciplinary Health and Science

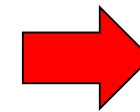
- The marshal will direct each row of students to the stage, starting with the first row. You may remain seated until your marshal directs you to stand
- You will proceed to your immediate right, turn left into the center aisle, turn right into the aisle between the students and faculty, and finally turn left to proceed up the ramp.





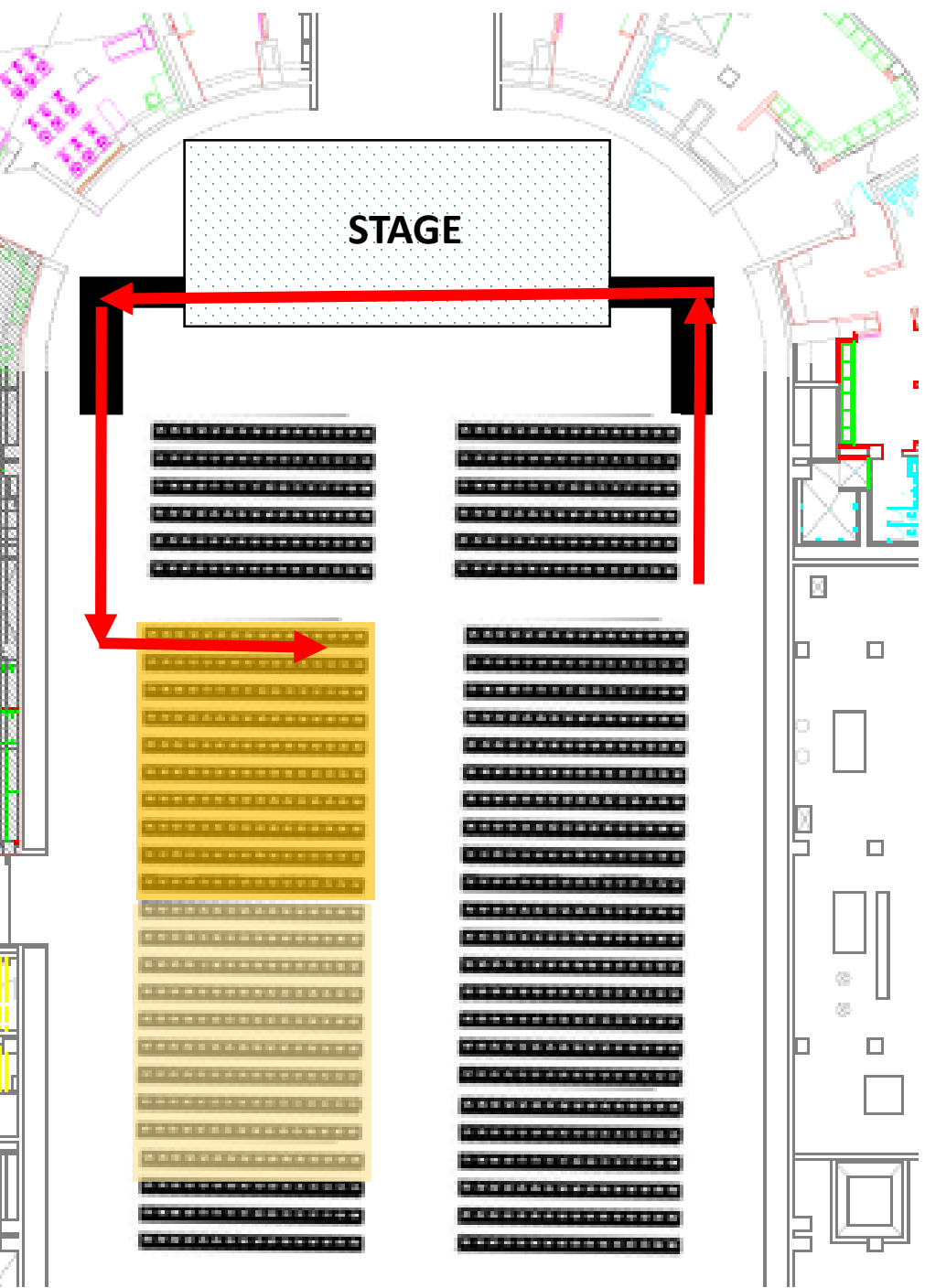
Getting your Diploma:

Students on left



- School of Interdisciplinary Health and Science

- Students will enter the stage from the ramp on the right
- You will hand your reader card (Don't forget this on your seat!) to the assistant next to the reader (Cindy Dodge).
- You will proceed across the stage as your name is read; shaking hand with their Dean, continuing across the stage to shake hands with the President and receive their diploma.
- You should pause for a picture as you shake hands with the President
- You will continue across the stage to the ramp on the opposite side.



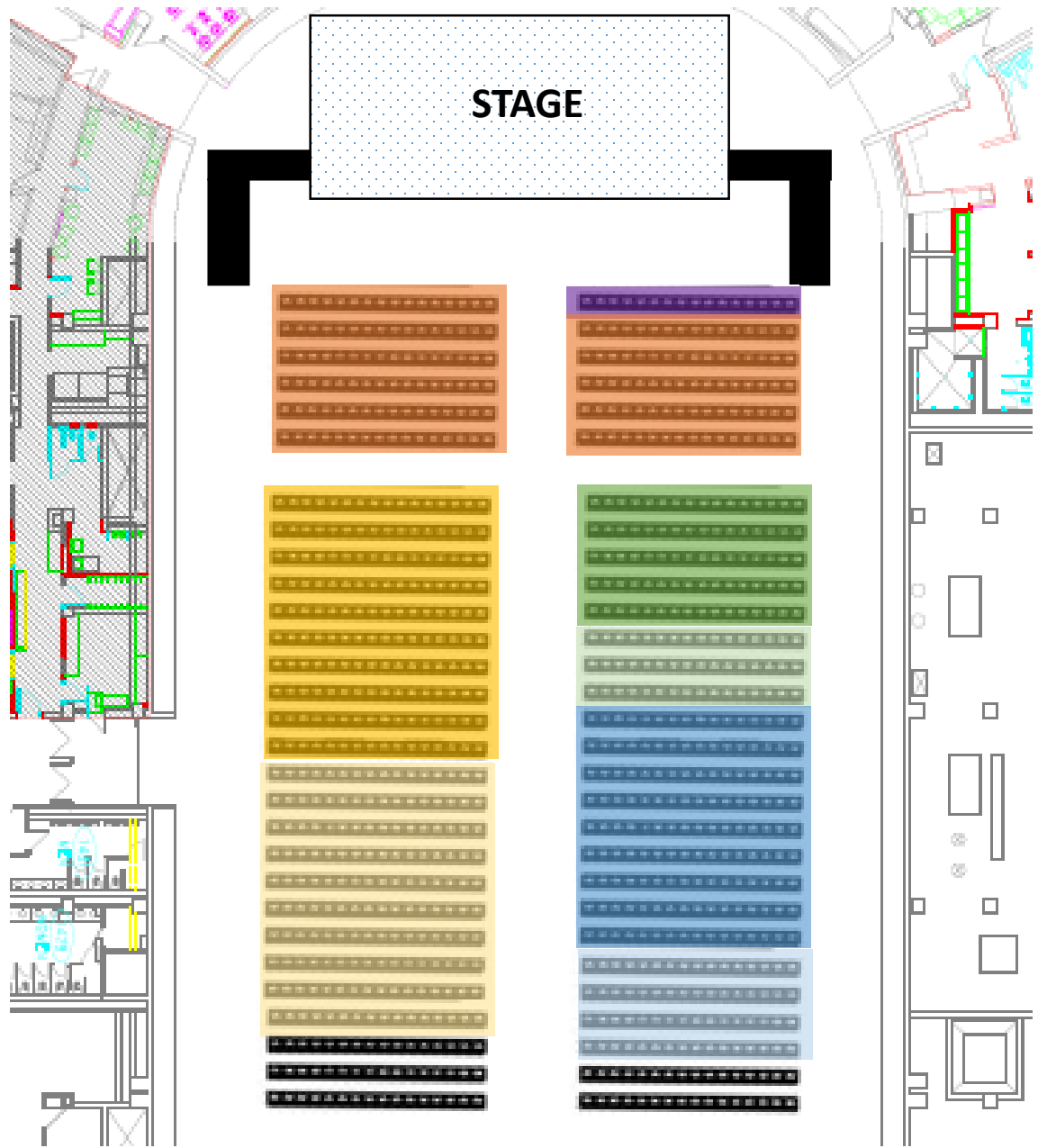
Getting your Diploma:

Students on Right →

- School of Interdisciplinary Health and Science

- Exit the ramp and proceed straight, returning to your row from the outside aisle. You may be seated as soon as you return to your seat.
- Process will repeat itself until each student has been on stage.

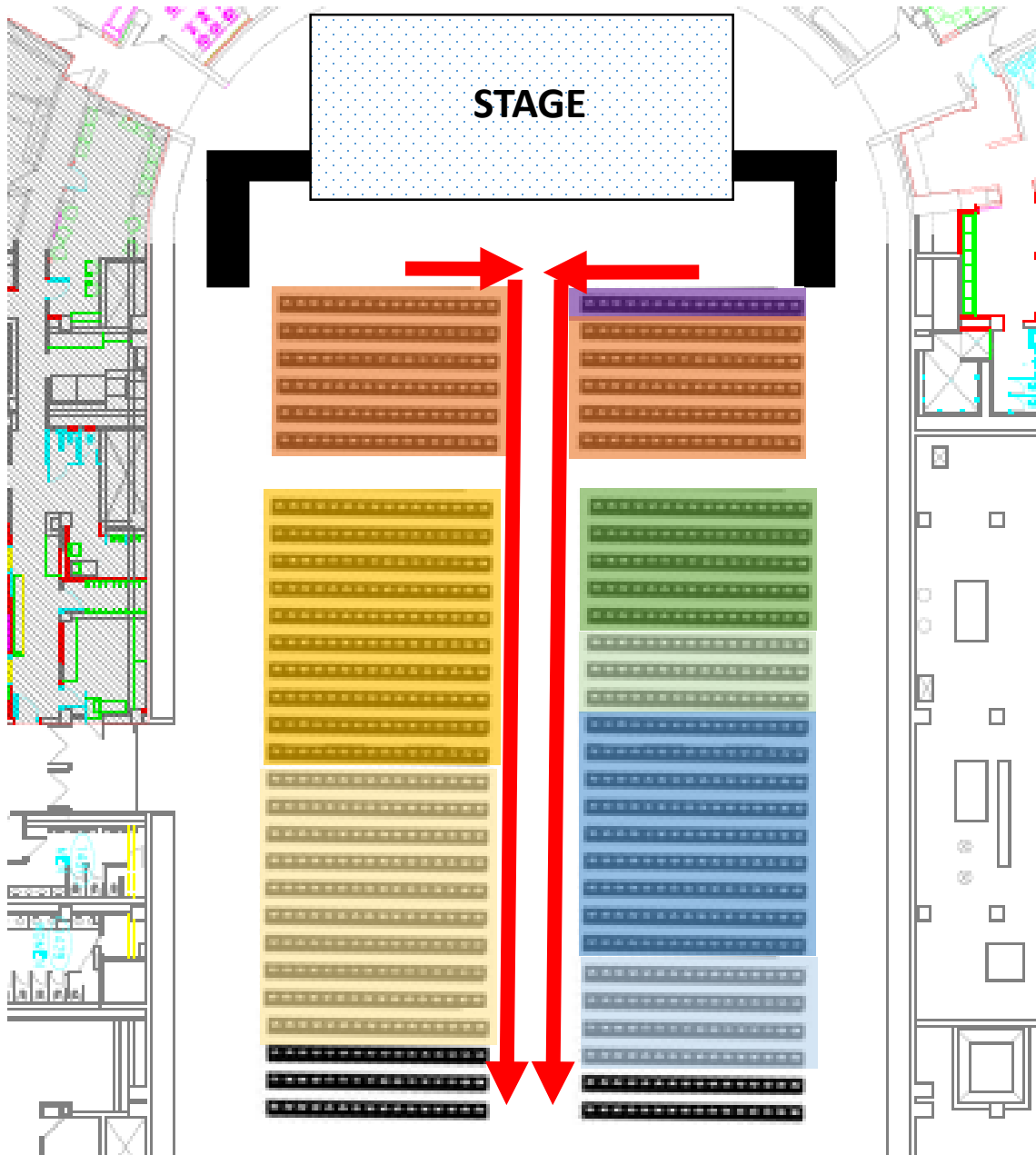
Recessional



Recessional Order

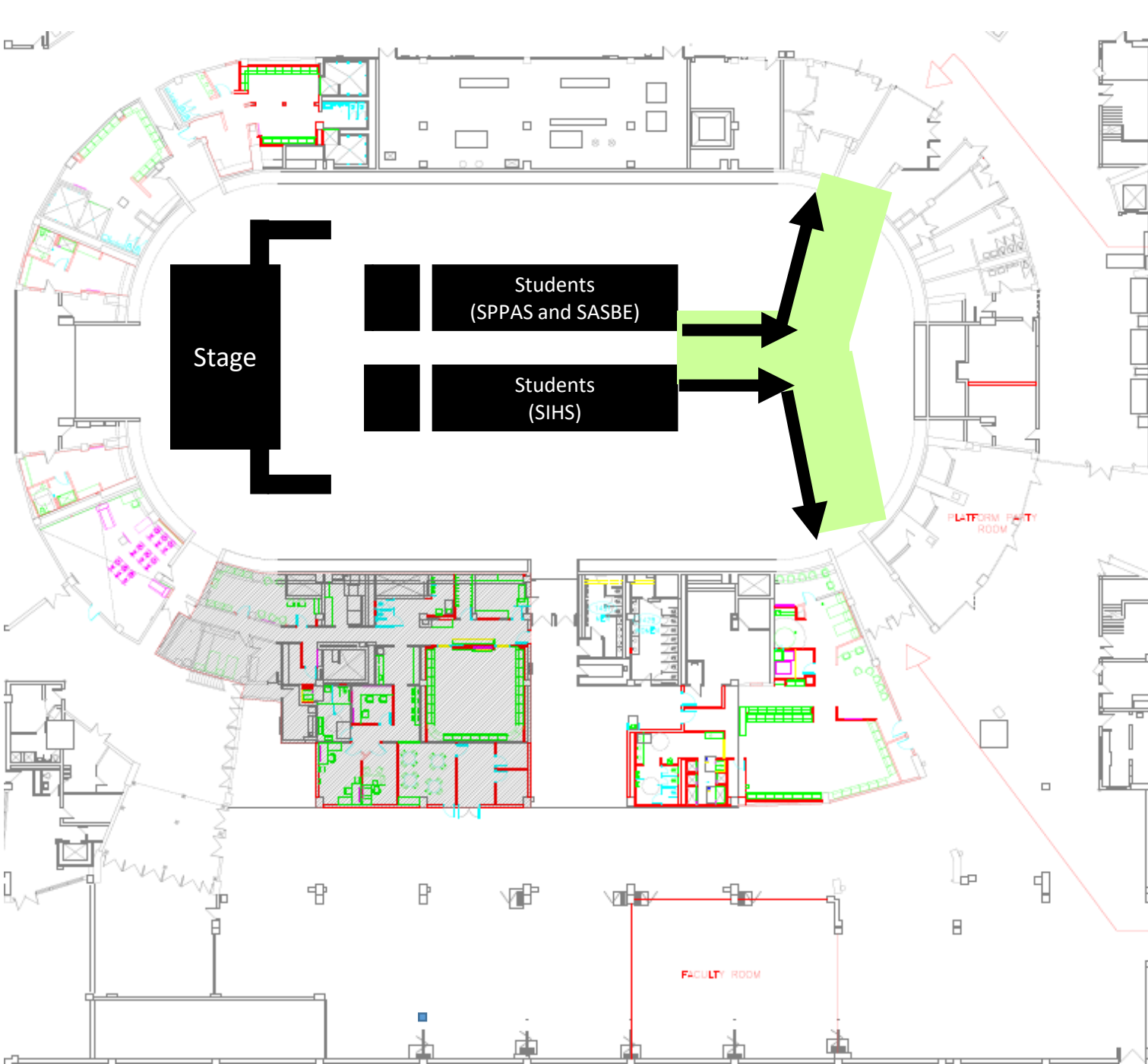
The recessional will happen in the opposite order as the processional

1. Platform Party
2. Faculty
3. Anniversary Class
4. Students (First row exits first)



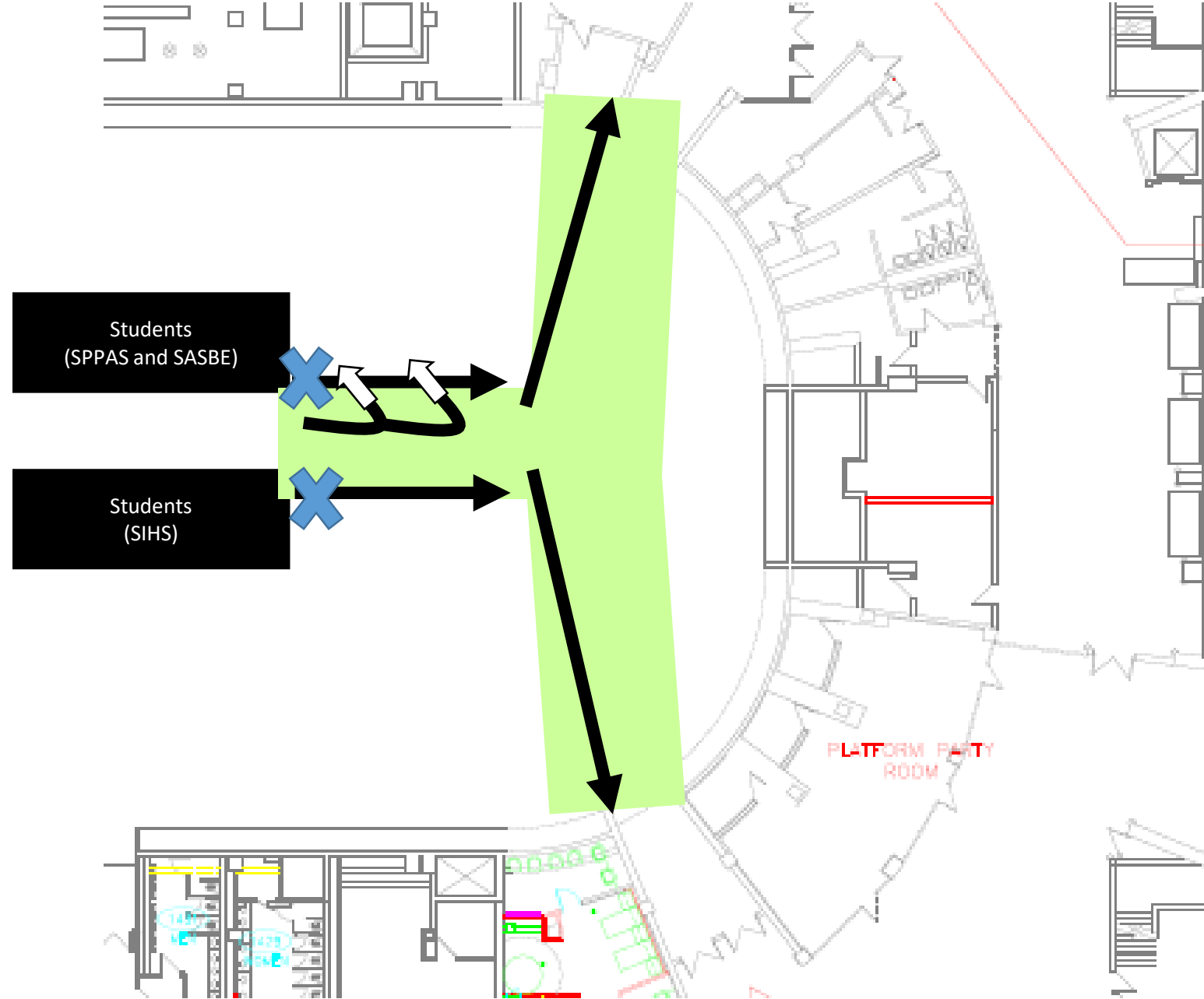
Recessional

- Each group will enter the center aisle, starting with the first row, and proceed to the back



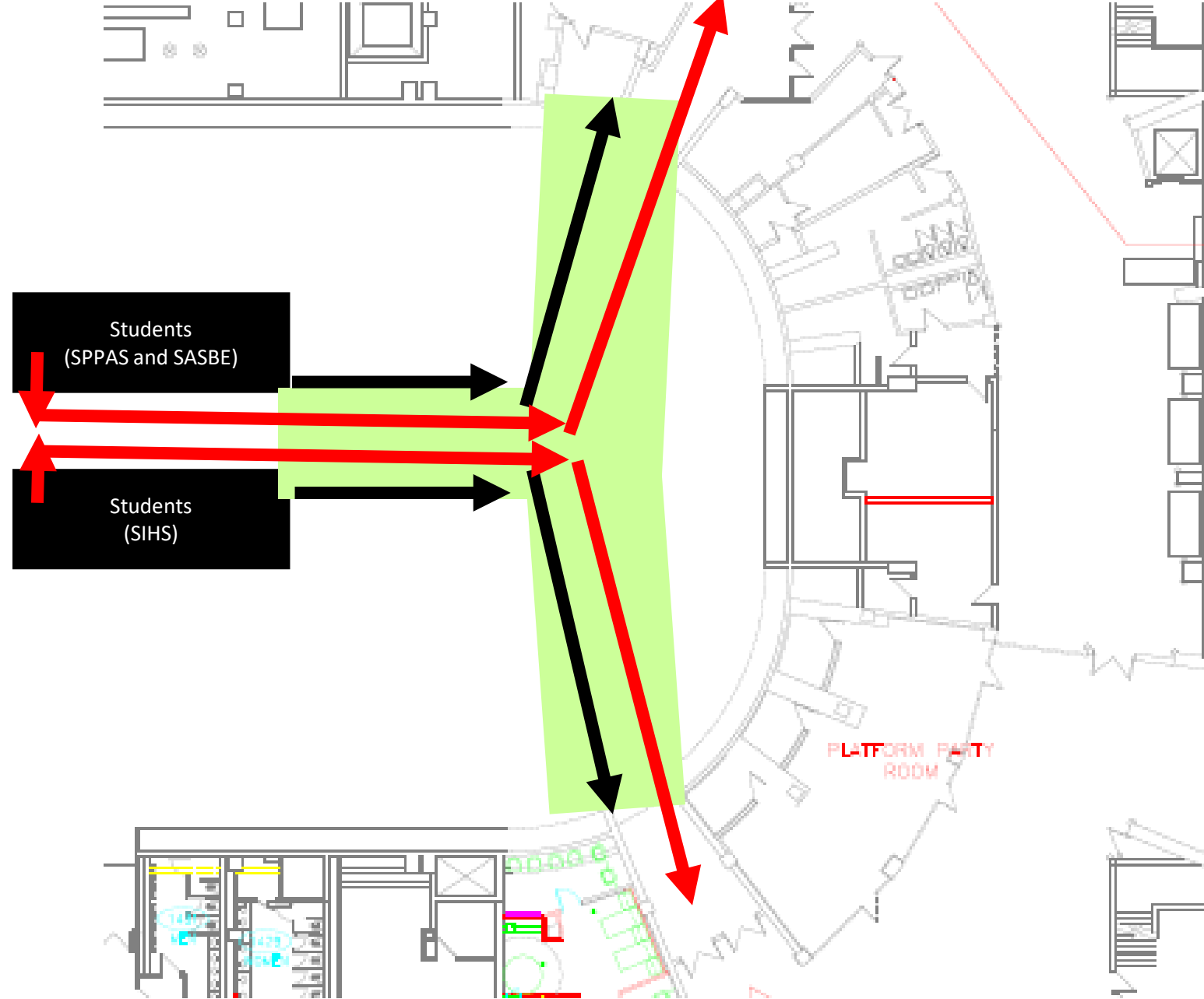
Recessional

- The platform party and faculty will form two lines at the back of the chairs to congratulate students as they recess.
- *Grand Marshal – Someone will hand you the mace from the holder*



Recessional

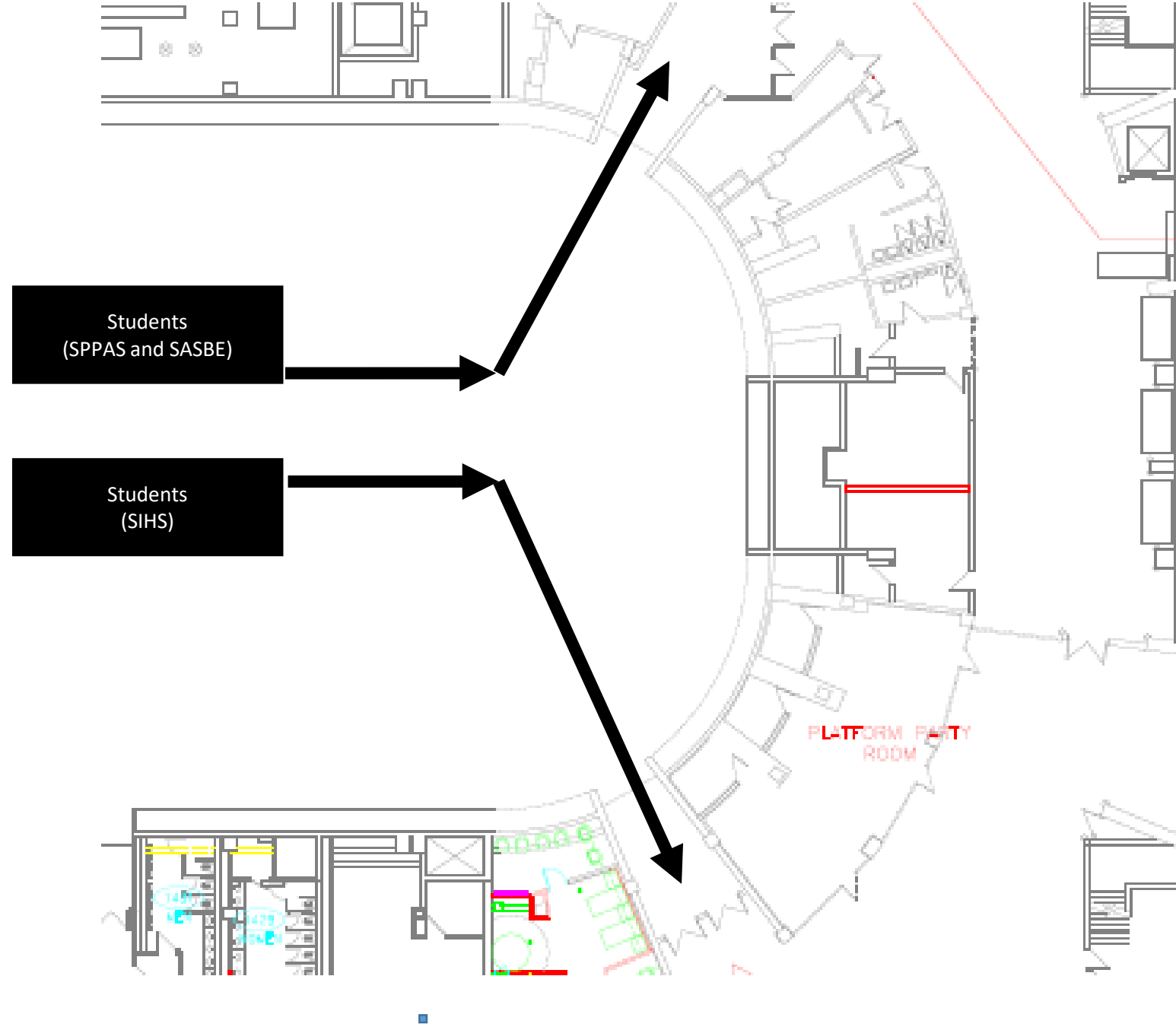
- Start the two lines immediately at the back of the chairs, building the line towards the exits.



Recessional

- Students will process into the center aisle, through the middle of the faculty lines, splitting at the back and exiting the arena the same way they entered.
- Please continue out into the hallways to keep the exits clear as more people will be coming behind you

Recessional



- Once the last student leaves the faculty/platform party lines can follow.
- The buses will depart 15 minutes after the conclusion of the recessional, if you take the bus back to campus, you will not be able to meet your family and friends after the ceremony at the XL Center.
- If you are not taking the bus, proceed upstairs to the lobby or outside the XL Center to meet your family and friends.