**Faculty Instructions**

College of Education Commencement Ceremony

Monday, June 15, 2015, 6-8 pm

*Matthew Knight Arena*

* Please arrive no later than **5:30 p.m.** and check in at the registration table inside the West entrance to the arena (the doors that are at the plaza behind the Ford Alumni Center on the Agate St. facing side of the building). Due to commencement activities parking will be extremely difficult near the arena. Please plan accordingly.
* Check in at the faculty table. Then you will go to the arena lower level where there will be a designated section (with a sign) for faculty to line up in pairs.
* Any faculty hooding doctoral students should be at the front of the faculty line on the left side (LINE 1 side) of the line-up.
* The lines will begin to move at 5:55 pm and you will be directed to move to the entrance to the arena.
* Walk up the aisle where you are directed. The people walking on the left side will sit in the left section (LINE 1) and the people walking on the right side will sit on the right section (LINE 2). Never fear--there will be a staff member to guide each line in the correct direction.
* Your participation and the order of events is as follows:
  + Processional and seating of faculty and students
  + The Dean begins ceremony/introduction of faculty and guests/speech
  + Introduction of undergraduate student speaker – student gives speech
  + Introduction of graduate student speakers – students gives speech
  + Doctoral Hooding
  + Recognition of graduates
  + The Dean gives closing remarks
  + Recessional begins with staff leading the faculty row first. The faculty will form a sort of tunnel that the students can walk through. Then we will get the students out from the front row, to the back row.
* During the ceremony, the Dean will introduce faculty as a group. When introduced, please stand briefly, and be seated again.
* When the ceremony concludes The Fight Song will be played and then the Recessional begins with staff leading the faculty row first. The faculty will form a sort of tunnel that the students can walk through. Then we will get the students out from the front row, to the back row and the platform party last. You will exit the arena from the loading dock and end up on the East (Villard St. side) of the arena.
* For further information contact Lisa Fortin at [lfortin@uoregon.edu](mailto:lfortin@uoregon.edu).