**Faculty Instructions**

College of Education Commencement Ceremony

Monday, June 18, 2018, 4-6 pm

*Matthew Knight Arena*

* Please arrive no later than **3:30 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.
* 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. This puts you sitting closest to the stage. There will be a sign that says “HOODING FACULTY.” All other faculty can line up behind them in LINE 1 or at the front of the LINE 2 side.
* The lines will begin to move at 3:55 pm and you will be led to the entrance of 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 (The doctoral candidates will leave the stage and go to the base of the ramp. Hooding faculty will get up and join their students in line).
  + Recognition of graduates
  + The Dean gives closing remarks
  + Recessional begins with staff leading the stage party off the stage and then the faculty rows next.
* When the ceremony concludes The Fight Song will be played and then the Recessional begins with staff leading the platform party and then the faculty rows first. **Don’t leave the arena as 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. 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).