MICHIGAN STATE UNIVERSITY

ADVANCED DEGREE CANDIDATES
Fall Semester 2018
Friday, December 14, 2018, 3:30 PM
Jack Breslin Student Events Center
534 Birch Road
East Lansing, Michigan 48824

Doors Open at 2:15 PM
Assembly of degree candidates at 2:30 PM
Processional at 3:15 PM
Ceremony begins at 3:30 PM

NO Admission Tickets are required. The ceremony is 1 ½ hours.

The ceremony includes the conferral of degrees and individual recognition of candidates for the doctoral degree, educational specialist degree, and master's degree. Your family and friends are invited.

For the safety and security of all of our commencement participants and guests, please note:

   NO BAGS OR PURSES are permitted in the Breslin Center.
   NO food or liquids are to be brought into the Breslin Center.

Please refer to the Commencement website at: www.commencement.msu.edu for information.

Advanced degree candidates must wear academic apparel to participate in the ceremony. Candidates participating in the ceremony should remain for the entire ceremony. Please be respectful as the name of each graduate is read. It is important that each graduate is properly recognized.

Doctoral Degree candidates: Doctoral degree candidates are hooded by MSU faculty. You may ask ONE MSU faculty member of your choice to hood you. Please have your faculty member inform the dean’s office of his or her participation. Colleges will distribute instructions to faculty. The associate deans and other faculty representing the college will hood doctoral degree candidates without an accompanying faculty member.

Congratulations on your achievement and we hope that you will participate in your commencement ceremony.

Most sincerely,

John D. Gaboury, Ed.D.
Associate Provost for Academic Services,
Enrollment Management, and Academic Initiatives,
and Chairperson, Commencement Committee

Thomas D. Jeitschko, Ph.D.
Associate Provost for Graduate Education and
Dean of The Graduate School,
and Commencement Committee Member
Please exercise decorum. Any visible items worn with your academic apparel should be appropriate for the occasion. Flowers and decorative jewelry are not to be worn on your academic gown. Low-heeled, comfortable shoes are recommended. Please note that the academic apparel does NOT have pockets. We ask that you keep this in mind for cell phones. You do need both hands when you cross the stage.

INSTRUCTIONS TO DEGREE CANDIDATES

Doctoral, Educational Specialist, Master's

Babies, children, and other guests are NOT permitted on the Arena Floor or in the degree candidate assembly or seating areas.

BEFORE COMMENCEMENT

1. **Apply to graduate** on the Office of the Registrar's Website: [https://reg.msu.edu/StuForms/GradApp/GradApp.aspx](https://reg.msu.edu/StuForms/GradApp/GradApp.aspx) on or before the end of the first week of the semester you expect to complete your degree requirements. This will assure your name is included in the commencement program.

2. **Arrange for your cap and gown.**
   Arrange for your cap and gown with the MSU Official Graduation Store, the Spartan Spirit Shop. With any questions about academic apparel, please email [spirit@msu.edu](mailto:spirit@msu.edu) or call 517-355-5116. Spartan Spirit Shop hours: Monday–Friday, 9:00 a.m.–7:00 p.m.; Saturday, 10:00 a.m.–6:00 p.m.; and Sunday, 12:00 p.m.–5:00 p.m.

3. **Doctoral Degree Candidates ask one MSU faculty member to hood you.**

ANNOUNCEMENTS

Order announcements at the Spartan Spirit Shop or at [www.michiganstategrad.com](http://www.michiganstategrad.com).

INSTRUCTIONS FOR COMMENCEMENT DAY

ASSEMBLY

Please arrive by **2:30 PM** in your academic apparel. The processional (walking in) will begin at 3:15 p.m. and the ceremony will begin at 3:30 p.m. Name cards and photo cards are distributed at assembly. Degree candidates assemble at the Breslin Center in locations based on the degree being conferred. Instructions on assembly locations are listed below.

*The University is not responsible for coats or other belongings left in the assembly or seating areas. Please leave your coats and other belongings with family or other guests.*

*Babies, Children, and other guests are NOT permitted on the Arena Floor or in the degree candidate assembly or seating areas.*
MASTER’S DEGREE CANDIDATES - assemble in the Arena. Enter the Breslin Center by taking the Service Drive/Tunnel (south side) to the Arena level. If you enter at any of the entrances at the street level, proceed to the Gilbert Pavilion Gate (southeast). Take the stairs down to the Arena level. Pick up your name card and photo card from commencement staff. Proceed into the Arena and to your college’s assigned bleacher section.

EDUCATIONAL SPECIALIST DEGREE CANDIDATES - assemble in the Auxiliary Gym. Once you enter the Breslin Center, proceed to the Gilbert Pavilion Gate (southeast) and take the stairs down to the Mezzanine level (next level down). Exit at the Mezzanine level and proceed to the Auxiliary Gym. Name cards will be distributed by Graduate School staff. Photo cards will be on tables inside the gym.

DOCTORAL DEGREE CANDIDATES - assemble in the Auxiliary Gym. Once you enter the Breslin Center, proceed to the Gilbert Pavilion Gate (southeast) and take the stairs down to the Mezzanine level. Exit at the Mezzanine level and proceed to the Auxiliary Gym. Please line up at your college sign with the MSU faculty member hooding you. There will be faculty members available to hood doctoral degree candidates who do not have an accompanying faculty member. Name cards will be distributed by Graduate School staff. Photo cards will be on tables inside the gym.

ORDER OF CEREMONIES

1. Processional (Walking in)
2. The Star Spangled Banner
3. Moment of Silence
4. Presentation and Conferral of Honorary Degrees
5. Commencement Keynote Address
6. Special Music
7. Presentation of Degree Candidates, Conferral of Degrees, and Diploma Presentation
8. Alma Mater
9. Recessional

THE PROCESSIONAL
The processional begins at 3:15 p.m. and proceeds as follows:
1. University Mace Bearer
2. Associate Deans leading Master’s Degree candidates to the platform for diploma presentation
3. Alphabetically by college, the Associate Dean will lead the Doctoral Degree candidates & hooding faculty
4. Educational Specialist Degree candidates
5. Faculty not hooding
6. Platform Party

CONFERRAL OF DEGREES AND PRESENTATION OF DIPLOMAS

DOCTORAL DEGREE CANDIDATES wear tassels on the LEFT
Candidates rise at the invitation of the Dean of The Graduate School. The Dean directs hooding of candidates. Candidates are hooded at their seats by their faculty members. The President, joined by the Board of Trustees, confers the degree. Degree recipients are seated and then escorted to the platform. Each student’s name is read and the president presents the token diploma. There will be at least one photo provided: 1) as you are presented with the token diploma, or 2) a posed photo before you return to your seat. Degree recipients are escorted back to their seats.

MASTER’S DEGREE CANDIDATES wear tassels on the RIGHT
EDUCATIONAL SPECIALIST DEGREE CANDIDATES wear tassels on the LEFT
Educational Specialist candidates rise at the invitation of the Dean of the College of Education and Master’s Degree candidates rise at the invitation of the Dean of your College. The President, joined by the Board of Trustees, confers the Educational Specialist Degree first and then the Master’s Degrees en masse and invites the Master’s Degrees to shift tassels from right to left. All recipients are seated.
Educational Specialist Degree recipients are escorted to the platform. Master’s Degree recipients will follow. Each student’s name is read and the president presents the token diploma. There will be at least one photo provided: 1) as you are presented with the token diploma, or 2) a posed photo before you return to your seat. Degree recipients are escorted back to their seats.

THE RECESSIONAL
After the Alma Mater, the recessional proceeds as follows:

1. University Mace and the remaining members of the Platform Party
2. Doctoral Degrees with their MSU Faculty member who hooded them, Educational Specialist Degree, and Faculty not hooding
3. Master’s Degrees

FOLLOWING THE CEREMONY
Doctoral Degree and Educational Specialist Degree graduates will return to the Concourse level at the Hall of History area. Master’s Degree graduates will exit through the Service Tunnel/Drive on the south side of the Breslin Center.

We strongly suggest that you meet family and other guests outside the facility.

CANDIDATES WITH DISABILITIES

ADVANCED DEGREE CANDIDATES WITH DISABILITIES

Please contact Heather Bailey at hvailey@msu.edu or 517-884-4957 by Monday, November 12, 2018 with requests for accommodations for the ceremony. Requests made after that date will be met when possible.

Parking is limited in the area. We encourage all participants and their guests to use commencement shuttle bus service. Shuttle buses are accessible. There is no charge. Barrier-free parking is located in the Breslin Center lot #63 (EAST SIDE OF THE SERVICE DRIVE/TUNNEL). Please enter from Shaw Lane. Parking in this area is limited to those with a State of Michigan or other State-issued disability placard. Please see the diagrams on pages 6-7.

SHUTTLE BUS SERVICE AND PARKING

There is NO charge for Commencement SHUTTLE BUS SERVICE. The commencement shuttle bus service IS STRONGLY RECOMMENDED.

Shuttle buses will run every 10-15 minutes from 2:00 p.m.-6:00/6:30 p.m. on Friday, December 14, 2018. Shuttle Buses will run from the following parking areas:

- Ramp 5 - Trowbridge Road access (at the Communication Arts and Sciences Building), stopping at the bus shelter in front of the ramp
- Lot 79 - South side of Spartan Stadium, stopping on Shaw Lane for passengers

Shuttle buses are accessible. Please see the campus map on page 7, indicating the recommended parking lots/ramps and bus stops.

Graduates - your diplomas will be mailed approximately one month after the end of the semester of your graduation.

COMMENCEMENT OFFICE
email: commencement@msu.edu
phone: 517-353-3993
Breslin Student Events Center
Advanced Degrees

Lot 63 West
Permit Parking Only

Lot 63 East
Permit Parking Only

Service Tunnel/Drive

Hall of History

If you do not have an accessible parking permit, and have someone with limited mobility, please drop that person on the north side of the Breslin Center.

LEGEND
★ Entrance/Exit
(B) Shuttle Stop
☆ Accessible Parking

Ph.D. Candidates & Hooding Faculty, Faculty
Not Hooding, and Educational Specialists -
Take stairs or the elevator down to the
Mezzanine Level.

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DRIVING DIRECTIONS TO MICHIGAN STATE UNIVERSITY

From Traverse City or Points North via I-75

From Detroit or Points East via I-96

From Grand Rapids or Points West via I-96

From Flint or Points East via I-69

From Kalamazoo or Points South via I-69

From Jackson or Points South via US-127
Proceed north on US-127 to East Lansing. Take the Trowbridge Road exit and continue east to Michigan State University.