MICHIGAN STATE UNIVERSITY

ADVANCED DEGREE CANDIDATES
Fall Semester 2017
Friday, December 15, 2017, 3:30 p.m.
Jack Breslin Student Events Center
534 Birch Road
East Lansing, Michigan 48824

Doors Open at 2:15 p.m.
Assembly of degree candidates at 2:45 p.m.
Processional at 3:20 p.m.
Ceremony begins at 3:30 p.m.

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 follow these instructions:

- NO BAGS OR PURSES are permitted in the Breslin Center.
- NO food or liquids are to be brought into the Breslin Center.
- Concessions will be open at the Northeast entrance and at the Southeast entrance. Menu is limited to hot and cold beverages and some snack items.
- Please use trash and recycle containers to assist us in avoiding delays and to remain on schedule.

Please refer your family and other guests 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 and Enrollment Management
and Chairperson, Commencement Committee

Judith Stoddart, Ph.D.
Interim 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 and should not detract from the recognition of any of our graduates. Flowers and decorative jewelry are not to be worn on your academic gown. Low-heeled, comfortable shoes are recommended.

INSTRUCTIONS TO DEGREE CANDIDATES
Doctoral, Educational Specialist, and Master’s

ASSEMBLY
Please report by 2:45 p.m. Name cards and photo cards are distributed at assembly. Please see the Breslin Center diagram (page 6).

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.

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 at your college’s assigned bleacher section. 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 Hall of History entrance (southeast). Take the stairs down to the Arena level. Pick up your photo card from commencement staff, signs will direct you by college. Proceed into the Arena and to your college’s assigned bleacher section. Commencement staff will distribute name cards at your assigned bleacher section.

EDUCATIONAL SPECIALIST DEGREE CANDIDATES - assemble in the Auxiliary Gym. Once you enter the Breslin Center, proceed to the Hall of History entrance (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 Hall of History entrance (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.

PROCESSIONAL
Processional begins at 3:20 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 college’s Doctoral Degree candidates and hooding faculty
4. Educational Specialist Degree candidates
5. Faculty not hooding
6. Platform Party

ORDER OF CEREMONIES
1. Processional
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
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 President Lou Anna K. Simon presents you the token diploma, or 2) a posed photo before you return to your seat. Degree recipients are escorted back to their seats.

EDUCATIONAL SPECIALIST DEGREE CANDIDATES wear tassels on the LEFT.
MASTER’S DEGREE CANDIDATES wear tassels on the RIGHT.
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 President Lou Anna K. Simon presents you the token diploma, or 2) a posed photo before you return to your seat. Degree recipients are escorted back to their seats.

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 the MSU Faculty member who hooded you, 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 Entrance. Master’s Degree graduates will exit through the Service Tunnel/Drive on the south side of the Breslin Center. See the Breslin Center diagram (page 6).

Please avoid meeting guests at the Hall of History entrance. We strongly suggest that you use the other entrances to meet family and other guests.

ACADEMIC APPAREL/ANNOUNCEMENTS

Doctoral Degrees and Educational Specialist Degrees: Make reservations for rented academic apparel at the Official On-Campus Provider of Cap and Gowns, the Spartan Spirit Shop, or on-line at: https://spartanspiritshop.msu.edu/graduation.html. Rent before Monday, October 23, 2017 to avoid the rental charge increase. The last day to reserve rental apparel in the store or online is Monday, November 20, 2017.

Pick up your rental items at the Spartan Spirit Shop in the MSU Union Building
49 Abbot Road, 4th floor, 1925 Room
Wednesday, December 13, 2017 and Thursday, December 14, 2017 between 10:00 a.m.–6:00 p.m.

To return your rental hood/gown: you may return the items following the ceremony in the assembly location (Auxiliary Gym). You may also return the items to the Spartan Spirit Shop, MSU Union Building, 49 Abbot Road, during store hours. A late fee applies after 5:00 p.m., Monday, December 18, 2017.

With any questions about academic apparel, please email capgown@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 noon–5:00 p.m.
**Master's Degrees:** Purchase keepsake academic apparel for $68.00 plus tax at the Official On-Campus Provider of Cap and Gowns, the Spartan Spirit Shop, MSU Union Building, 49 Abbot Road, or on-line at: [https://spartanspiritshop.msu.edu/graduation.html](https://spartanspiritshop.msu.edu/graduation.html). The last day to order online is Monday, November 21.

With any questions about academic apparel, please email capgown@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 noon–5:00 p.m.

**ANNOUNCEMENTS**

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

**PERSONS WITH DISABILITIES**

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.

**ADVANCED DEGREE CANDIDATES WITH DISABILITIES**

Please contact Heather Bailey at hbailey@msu.edu or 517-884-4957 by Monday, November 20, 2017 with requests for accommodations. Requests made after that date will be met when possible.

**GUESTS WITH DISABILITIES**

The Breslin Center is a barrier-free facility. Wheelchair accessible areas are at the Concourse level (the level at which you enter). Persons unable to climb stairs and wheelchair users may be seated in these areas. We ask that one individual in your party be seated with the person requiring wheelchair accessible seating. In order to accommodate all who require seating in the wheelchair accessible areas, we ask that all other members in your party be seated in the general seating areas. Please arrive early so that accommodations may be met. Ushers will direct you to these areas.

There are a very limited number of wheelchairs available. They are available on a first-come, first-served basis at Guest Services, Hall of History entrance, Concourse level. You must leave a valid driver’s license (or other valid picture id) to use a wheelchair. Wheelchairs are for transportation only—from the parking lot into the facility and to the seating areas. Please do not use wheelchairs for seating. Once you have transported your guest to seating, please return the wheelchair to Guest Services for others to use. Following the ceremony, you may use the wheelchair again. You must leave your driver’s license again and return the wheelchair to Guest Services after use.

Assistive Listening Devices (Phonic Ear headsets and receivers) are available at Guest Services, Hall of History entrance, Concourse level. You must leave a valid driver’s license or valid picture id to use the headsets. The Loop System is available in permanent seating areas.

Open captioning is available for the deaf or hard of hearing.

Sign Language Interpreters - Please contact Heather Bailey at hbailey@msu.edu or 517-884-4957 no later than Monday, November 20, 2017 if you require an interpreter. Please provide your name, mailing address, the number of guests in your party, and contact information. Reserved seating tickets will be mailed. Please be aware that we may need to limit the number of tickets in order to accommodate all guest requests.

Other services available at Guest Services: first aid, lost and found, and information.

We strongly suggest early arrival for those who have special accommodation needs and who are seeking barrier-free parking.
SHUTTLE BUS SERVICE AND PARKING

There is NO charge for Commencement SHUTTLE BUS SERVICE. Commencement shuttle bus service IS STRONGLY RECOMMENDED. Due to construction and limited parking in the immediate area, and the high volume of traffic for commencement ceremonies at the Breslin Center, we strongly recommend that you take advantage of the commencement shuttle service.

Shuttle buses will run every 10-15 minutes from 2:00-6:00/6:30 p.m. on Friday, December 15, 2017. 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 campus map on page 7, indicating parking lot/ramp and bus stops.

**Barrier-free parking** - 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 plate or placard. The hanging disability placard permits prompter admittance. Please see the Breslin Center diagram (page 6).

**Additional Parking.** Please see the campus map below. Although there is parking available and indicated on the map, we strongly recommend shuttle bus service.

*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 CENTER DIAGRAM.
Please be aware that there is construction at the Breslin Center.
ROUTES OF ACCESS

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.