



SCHOOL OF SOCIAL WORK

UNIVERSITY OF MICHIGAN

SSW SUMMER 2018 COMMENCEMENT IMPORTANT INSTRUCTIONS FOR GRADUATES

(Please Review before Commencement)

Saturday, July 28th @ Hill Auditorium

Keynote Speaker: Justin Hodge

MSW Student Speaker: Erin Keller

Ceremony Marshals: Tammie Glenn & Beth Sherman

MSW Hooders: Erin Martinez-Gilliard & Deb Mattison

MSW Name Readers: Katie Doyle & Dan Fischer

9:00am – Hill Auditorium doors open

9:30am – Photo of graduates and lineup for procession into auditorium

10-11:30am – SSW Commencement Ceremony

11:30-1:30pm – Reception at School of Social Work



Tickets are not required for the School of Social Work Commencement ceremony at Hill Auditorium.



GRADUATES SHOULD ARRIVE AT HILL AUDITORIUM AT 9:00AM

Upon your arrival at Hill, GO TO THE LOWER LEVEL for robing and assembly for the procession. Staff will be available to assist and direct. **NOTE:** The entrance doors to Hill Auditorium will not be open until 9:00 a.m. Should your guest require assistance with seating, please have them approach one of the ushers for accessible seating assistance beginning at 9:00 a.m.; regular guest seating will begin at 9:10 a.m.



GO TO THE APPROPRIATE TABLE BASED ON YOUR LAST NAME TO COMPLETE A YELLOW PHOTOGRAPHER / PRE-PRINTED NAME CARD. The card is used to announce your name by **THE READER**. (Available in the robing room.)

Please print your name phonetically on the line provided if necessary!

If you would like your name read differently than what is printed on your card, please take a blank card and enter in the correct information.

Please complete both sides of this card!

This card will be also used by the photographer to help identify your photo and send you the proofs for possible purchase. There is no obligation to purchase the pictures.

Hold on to this card until you go up on the stage. You will hand it to one of Readers at the lectern so they can announce your name.



COMPLETE A BLUE CAREER CENTER SHEET. (Sheet available in the robing room.) This information is being collected by the SSW Career Center, return to a staff member at the table once complete. **Please print clearly on this card.**



TASSELS SHOULD BE ON THE RIGHT.



HOODS SHOULD NOT BE WORN. YOU WILL CARRY IT OVER YOUR LEFT ARM.

As part of the ceremony, you will hand your hood to one of the faculty hooders on stage who will ceremonially place the hood over your head.



DO NOT LEAVE VALUABLES (CAMERAS/PURSES) IN THE ROBING ROOM, AS IT WILL BE UNATTENDED DURING THE CEREMONY.



A GROUP PHOTO OF GRADUATES IS PLANNED FOR 9:30A.M. (Weather & time permitting)

The Marshals and photographer will give specific instructions to all graduates in the Lower Level. Please be sure that all of your cards have been filled out, your attire is on, and you are ready for the ceremony **prior** to the photograph.



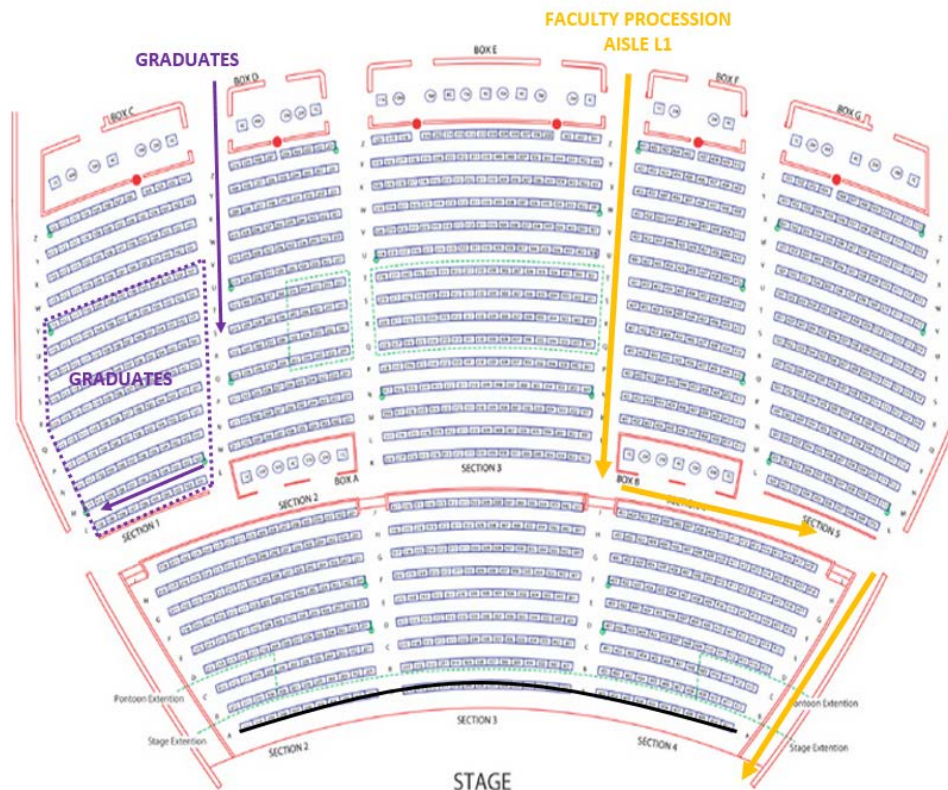
IMMEDIATELY FOLLOWING THE GROUP PICTURE, THE MARSHALS WILL DIRECT YOU TO GET INTO THE PROPER ORDER FOR THE PROCESSION.** The procession into the auditorium will begin promptly at 10:00 a.m. The Marshals will give you instructions/directions.

****ORDER OF GRADUATES FOR PROCESSION** (in the following order):

- Student Speaker: Erin Keller
- MSW degree candidates in alphabetical order.



MARSHALS WILL LEAD THE GRADUATES INTO THE AUDITORIUM and direct graduates to their seats. Graduate seating will be in Section 1, Rows L – V. Please remain standing until all graduates have entered the auditorium and directed by the Associate Dean to be seated.



DURING THE CEREMONY: “Presentation of Graduates”

When the Associate Dean announces that the Hooders, Readers, and Marshals should take their places for the Presentation of Graduates – one Marshal will stand at end of Row. The Marshal will motion for the first row to stand and will lead the row of graduates down to stage ramp (floor right). One Marshal will remain at stage ramp to direct students to the hooders **two at a time** and wait until both have been hooded before sending the next two. The Marshals at the end of each row will continue moving down the rows of graduates, emptying one row at a time.

Two Hooders will be on the stage positioned to the right of the lectern. Staying in order, each graduate will position themselves in front of one of the Hooders. The 1st student in front of the 1st hooder, 2nd student in front of 2nd hooder. Each graduate should hand their hood to their hooder and then turn around to face the audience. Each Hooder will then place the hood over the graduate’s head. The two graduates, after being hooded, should then turn and move to the right toward the lectern – staying in order - then proceed forward one at a time to hand their name card to one of Readers, and continue across the stage to greet the Dean. The photographer will take a picture of the graduate with the Dean at this time. The graduate then continues toward the stage exit ramp and will be greeted by the SSW Alumni Board of Governors Representative who will give a handout. The photographer will take a 2nd photograph of the graduate at the bottom of the stage exit ramp. Proceed back to original seat and sit down. ***Congratulations, Graduate!!!***

RECEPTION

Join us for a light reception that will be held immediately following the ceremony in the School of Social Work Building.

PARKING FOR THE CEREMONY: The Fletcher street parking structure located at 201 Fletcher Street will also be open to the public for parking at no charge. The Thayer* street parking structure located at 216 S. Thayer Street will be open to the public for parking at no charge. Handicap parking is available in both structures. There is also metered parking available on side streets near Hill Auditorium. For driving directions & campus maps:

<https://campusinfo.umich.edu/campusmap>

***PLEASE NOTE THE THAYER STREET STRUCTURE MAY BE UNDER CONSTRUCTION ON 7/28.**

PARKING FOR THE RECEPTION: The Hill Street Parking structure located at 1001 Hill Street (near the Ross Business School) will be open to the public (beginning at 11am) for parking at no charge. **If there is an attendant, be sure to state that you are attending the SSW graduation event to ensure that you are not charged for parking.** This parking lot is a short walk to the School of Social Work. Additional parking is located in the S. Forest City Parking Structure located at 650 S. Forest St. This parking lot is two blocks from the School of Social Work and charges \$1.20/hr. Reception attendees may also walk from Hill Auditorium and leave their cars parked in the Thayer or Fletcher Parking Structures for the day.

RETURN OF BORROWED ATTIRE OR DONATION OF GRADUATION ATTIRE:

Graduation attire borrowed from the SSW *must be returned to the Office of Student Services no later than August 10, 2018.* For graduates’ convenience, a drop off box will be available in the graduate robing area at Hill Auditorium on the day of commencement to drop off your attire immediately following the ceremony/reception. Be sure to attach a note with your name, so we know you returned your attire.

Please consider donating all or part of your graduation attire for the use of future graduates if you purchase your attire. You can put it the drop off box with a note or bring it by the Office of Student Services during regular office hours.