

2012 Spring Graduation Schedule March 2 – 3, 2012

Welcome to YOUR graduation celebration! We are very excited about your big day and want to make sure you are well prepared and as stress-free as possible. Attached you will find the schedule for the pre-graduation events on campus and for the ceremony on Saturday.

The pre-graduation, on-campus activities will be held on Friday, March 2nd and the graduation ceremony will be held on Saturday, March 3rd. Please check your schedule carefully. If you cannot attend the pre-graduation activities please make sure you arrive at the ceremony site early on Saturday to pick up your Reader Card.

Please bring your regalia (cap/gown) to the on-campus events. We will be taking group photos that day. A photographer will also be taking stage photos during the graduation ceremony.

Your graduation hoods are compliments of A.T. Still University. You will receive your hood during the graduation ceremony when you walk across the stage.

Saturday's graduation ceremony will be held at A.T. Still University in Mesa, AZ. See the attached schedule for locations, maps, times, etc.

Make sure you have completed the **Petition to Graduate** on the graduation web site. This **MUST be completed by February 2, 2012** or we will not be able to print your name in the graduation program.

Make sure you order your **regalia** (aka: cap/gown). The link to the vendor will be on the graduation web site (see link below). You can also order invitations from this vendor. **Please note, the university does not have regalia for sale at the campus.** We keep a very small stock on hand for graduates who have lost luggage.

Please read over the attached schedules and information carefully. We look forward to seeing all of you for this exciting celebration!

2012 Graduation Schedule of Events

AMOT, APA, DHsc, HM, TAUd, & TDPT

Friday, March 2, 2012

ATSU Campus, 5850 E. Still Circle, Mesa, AZ 85206

Attendance Required (family and friends welcome to attend)

Bring your Regalia (Cap & Gown) for group photos

11am to 11:30am

Check-In (front lawn)

Graduation Packets

Sack Lunch & Beverage Pick up*

Please be seated in the chairs on the front lawn by program

** All graduates will receive a free sack lunch and beverage. Extra lunches and beverages will be available for family members and friends for \$7 (cash or check only please).*

11:45am

Welcome to Graduates, Family & Friends (front lawn)

Welcome from the Dean

Ceremony Overview (by Student Affairs)

12:15pm

Don Your Regalia for Group Photos (front lawn)

12:30pm – TAUd (Group 1 photographer)

12:30pm – TDPT (Group 2 photographer)

12:45pm – HM (Group 1 photographer)

12:45pm – DHSc (Group 2 photographer)

1:00pm – APA (Group 1 photographer)

1:00pm – AMOT (Group 2 photographer)

1:00pm**

Program Meetings (see below for room and time)**

1:00pm – TAUd in Saguaro B (first floor)

1:00pm – TDPT in Saguaro A (first floor)

1:00pm – HM in Mesquite (first floor)

1:00pm – DHSc in Yucca (first floor)

1:10pm – APA in Palm (first floor; inside the Library)

1:10pm – AMOT in Sage (first floor)

***Program meeting end times vary by program*

3:30pm – 4:30pm

Campus Tours (Start in the Lobby)

1st Floor Lobby - Tours begin every 15 minutes

Program Dinners

Please check with your program for additional information.

GRADUATION DAY
Saturday, March 3, 2012

A.T. Still University
5850 East Still Circle. Mesa, AZ 85206

9:30am – Line Up
10am – Ceremony/Processional

IMPORTANT! Petition to Graduate:

Did you complete the online Petition to Graduate? Every graduate **MUST** submit the petition to be eligible to graduate. To ensure that your name appears in the graduation program, you must submit the petition by **February 2, 2012**. https://www.atsu.edu/registrar/graduation/petition_to_graduate.asp

Parking at the University:

Graduates and guests will park in the north parking lot and overflow parking area (see diagram).

Regalia:

Did you order your regalia? <http://www.atsu.edu/ashs/graduation/Graduation2.htm>
Student Affairs has a very limited number of caps/gowns reserved for travelling graduates who lose their luggage. **Please order your regalia as soon as possible AND check your regalia when it arrives to ensure that you received the correct gown** (masters or doctorate) and that the tassel is the correct color (black for masters and gold for doctorate).

Hoods:

Each graduate will receive their hood on-stage as part of the graduation ceremony. The Alumni Association funds each graduate's hood as a gift to welcome them into the ATSU alumni family.

Tickets:

Tickets will are not required for this event.

Wheelchair Assistance:

Wheelchair seating will be available for guests and graduates. The ballroom is one level so there are no steps or ramps.

Seating:

The graduates will be seated in front of the stage; occupying the front rows. Guests are welcome to sit in any seat/row not reserved for the graduates.

Guest Hooders:

Requests for Guest Hooders must be submitted to the Office of Student Affairs no later than 30 days before the date of the ceremony. Individuals meeting the following criteria may apply to be a guest hoodler during graduation: **ONLY** a parent or grandparent of the graduate who holds a terminal degree (i.e. Ph.D., Ed.D. Au.D. D.P.T., etc. or the equivalent degree being conferred upon the graduate).

There are no exceptions to this policy. The request form and criteria can be found online at the graduation web site: www.atsu.edu/ashs/graduation/Graduation2.htm **The graduate will be notified via email if the request has been approved.**

Seating: Guest hoodlers will be required to sit in the reserved "Guest Hoodler" seating located behind the graduates. Each guest hoodler will be assigned a seat. Other friends or family members will need to sit in the regular seating areas. Guest hoodlers do not participate in the processional and do not wear regalia.

Instructions: Guest hooders are instructed to be ready to go on stage at least three graduates before his/her graduate takes the stage. Guest hooders will be directed by a staff member who will let them know when to go on stage. The department chair will help the guest hooder on to the hooding platform and hand him/her the hood. Refer to the “Conferring of Degrees” section of these instructions on how to hood the graduate. The guest hooder will exit the stage with the graduate and return to their seat.

Reader Card: Graduates must write on their reader card: “being guest hooded by [hooder’s name]”.

Photography/Videography:

Except for the official University photographers and news media, no one will be allowed access to the stage or graduate seating area to take pictures during the ceremony. The University contracts with a photographer to take a photo of each graduate as he/she walks across the stage. Information on how to order photos from graduation will be posted on the graduation web site.

Schedule Graduation

Time	Graduates
9am - 9:30am	If you were excused from the Friday on-campus activities, you MUST check-in at the lobby to get your reader card.
9:30am	Seating opens to guests only; no graduates
9:30am	Graduates Line up in the South Patio (look for someone holding up a sign with your program name)
10am	Processional/Ceremony Begins
11:40am (estimate)	Conclusion of the Ceremony – Congratulations!

Please remember to bring:

1. Your cap and gown. Everything showing below the hem of your regalia gown should be dark (i.e. pants, long skirt/dress line, and shoes). Nothing can be worn on the outside of the regalia (i.e. flowers, honors cords, etc.) Please ask family and friends to hand you flowers or other gifts **AFTER** the ceremony.
2. Your reader card (see below for description). This card is given out on Friday. If you are excused from the Friday activities see the note below.
3. Give yourself and guests enough time to travel to the University and park.

If you missed the Friday on-campus activities:

Please arrive at least **30 minutes early** on Saturday at the venue and check-in outside the room so we can issue your reader card.

Reader Cards:

Every graduate will be given a reader card. Each graduate will hand this card to the “reader” on stage who reads the graduate’s name as it is written on the card. The reader card contains the following information:

1. Graduate’s name along with a space for the graduate to write in any phonetic spellings
2. A number and color which indicates how the graduate lines up for the processional and what seat/row to sit in

Jane Anne Doe
(space for graduate to write in any phonetic spelling)
 Line Up Row/# will be here

Order of Ceremony:

1. Processional (stage party marches in first followed by the graduates)
2. Welcome and Introductions
3. Graduation Speaker
4. Conferring of Degrees
5. Alumni Induction
6. Closing Comments
7. Recessional of Stage party and Graduates (meet your family/friends in the foyer)
8. Congratulations!

Invitations/Frames, etc.

See the graduation web site for information:

www.atsu.edu/ashs/graduation/Graduation2.htm

Post-Graduation:

There are numerous places to eat in downtown Mesa. For more information, please visit

<http://www.downtownmesa.com/>

Conferring of Degrees:

1. A staff member will guide you up on stage by program.
2. When instructed, the staff member will cue you to walk to the Reader's podium.
3. Hand the reader your Reader Card and wait for him/her to say your name
4. As he/she reads your name, walk toward the President and the Provost
5. Shake hands with the President and the Dean and continue across the stage to the Hooding Platform
6. At the Hooding Platform, turn and face the audience (see picture below)
7. Bend your knees slightly to help the Hooder get the hood over your head
8. After you have been hooded, turn around and shake the hooder's hand
9. Proceed to the end of the stage where a staff member will direct you back to your seat





Overflow
Parking

Parking

Parking

ATSU-School
of Osteopathic
Medicine in Arizona

James
R. Roush

AT Still University
of Health Sciences

Sunview