

# University of Providence

## Commencement Rehearsal Information – May 2021

### Friday, April 30, 2021

#### **GRADUATION LUNCHEON – Friday, April 30, 2021 • 11 a.m. – 1 p.m.**

##### *University Center Conference Rooms*

\*Graduates and their families, UP faculty and staff are encouraged to attend the UP Graduation grab-and-go luncheon sponsored by the Office of the President and Student Support Services. No RSVP needed.

#### **BACCALAUREATE MASS – Friday, April 30, 2021 • 6:00 p.m.**

##### *Holy Spirit Catholic Parish*

\*Students should arrive by 5:15 p.m. and Faculty should assemble by 5:45 p.m. Regalia worn for this service (no caps). Direct any questions about Mass to nicolas.estrada@uprovidence.edu. Shuttle service will be available for those without transportation to the off-site location. UP shuttle to Holy Spirit available starting at 5:00p.m. Please meet at the front entrance of the University Center. Transportation for return and drop off at the same location available following the service. For questions on shuttle/ transportation contact jake.clark@uprovidence.edu. Event will be live-streamed for remote viewing.

### Saturday, May 1, 2021

#### **COMMENCEMENT CEREMONY – Saturday, May 1, 2021 • 9 a.m. & 2 p.m.**

##### *McLaughlin Center, Gymnasium*

\***Morning Ceremony** - All candidates assigned to the morning commencement ceremony are to arrive by 8:00 a.m. The check-in table for degree candidates will be located in the Fitness Center area from 8:00 a.m. to 8:30 a.m. After graduates have checked in, please remain in the Fitness Center to form the processional line for the ceremony. It is very important that all students are assembled in the Fitness Center for line up by 8:30 a.m.

\***Afternoon Ceremony** - All afternoon candidates are to arrive by 1:00 p.m. The check-in table for degree candidates will be located in the Fitness Center from 1:00 p.m. to 1:30 p.m. After graduates have checked in, please remain in the Fitness Center to form the processional line for the ceremony. It is very important that all students are assembled in the Fitness Center for line up by 1:30 p.m.

We ask that students try to limit guests to 4 per student. Event will be live-streamed for remote viewing. Doors will be open to guests an hour before each ceremony.

When you check in, your name card will be given to you. Keep this card for the commencement ceremony. Your card will specify your name as you have indicated you would like it announced. Academic honors, if applicable, will be indicated on your name card. The card will also show branch of military service and additional academic recognition, if applicable. Faculty Marshalls will be in the Fitness Center to assist with the line-up process. Please listen attentively and come forward to take your place in line when your number is announced (your number is in the bottom left corner of your name card).

During the commencement ceremony, please listen for your school and degree type. The Provost will state “Will the Candidates for the degree...”

*(Bachelor of Arts in the School of Liberal Arts & Sciences,  
Master’s Degrees in the School of Liberal Arts & Sciences and the School of Health Professions  
Bachelor of Science in the School of Health Professions  
Bachelor of Science in the School of Liberal Arts & Sciences.)*

Please rise when your group is announced by the Provost.

Each group will move in discipline order (by the number on the card) to the final checkpoint at the

bottom of the ramp (stage right). A Faculty Marshal will rise with each group and guide you to the ramp. Only the first two rows will be released. You will receive your diploma cover prior to walking up the ramp. On the ramp, there are tape marks to designate stopping points. Please stop at each mark so that the ramp does not become too crowded.

### **Associate & Bachelor Candidates**

After handing your card to the Faculty name reader (at first podium on stage), turn and face the audience while your name and degree are read. Then, advance to center stage for a photo opportunity. You will not be shaking hands with anyone on the stage. Be sure to stop at each individual mark on the stage. Individual pictures will be taken as you stop adjacent to the President. Then, proceed to the left ramp and exit the stage. A staff member will be placed at the bottom of the ramp to help direct you back to your seat.

### **Master Students**

You will receive your hood at the same time you receive your diploma cover prior to walking up the ramp. After handing the Faculty name reader (at first podium) your card, turn and face the audience while your name and degree are read. Then, proceed to the Provost, hand him your hood, and face the audience again while the Provost places your hood. (Don't forget to bend at the knees.) Finally, advance to President Fr. Oliver Doyle. Individual pictures will be taken at this point. Proceed to the left and exit the stage. A staff member will be placed at the bottom of the ramp to help direct you back to your seat.

After all degree candidates have crossed the stage, undergraduate candidates will be told to move their mortarboard tassel from the **right to the left**.

### **Please rise for the singing of the "Ave Alma Mater."**

Students and faculty will be escorted during the recessional outside, to the parking lot to ring the bell. Family and friends can meet their graduates in the parking lot of the McLaughlin Center after the ceremony is over.

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Please be aware that your diploma will not be in the cover. If you are a May graduate, your UProvidence transcripts will be mailed to you once a final audit has been completed. Incoming transcripts and grades must be in the Registrar's Office by **June 15th**. August graduates must complete all requirements by **September 15**. Any grades/transcripts received after that time will delay your graduation date. Diplomas will be mailed to the mailing address indicated on your graduation application. If this address should change, please notify our office as soon as possible by indicating that your graduation information address needs to be changed. Transcripts should be available to those May graduates who have met all requirements and do not have an outstanding balance with UP by June 30, 2021. Diplomas will ship in late June/ early July. **\*\*Before any degree verification takes place, please contact the Registrar's Office to make sure your degree has been posted. DO NOT REQUEST AN ONLINE PDF TRANSCRIPT UNTIL YOU HAVE VERIFIED YOUR DEGREE IS POSTED. REFUNDS WILL NOT BE ISSUED.**

- Please do not bring any valuables with you to the ceremony. Your hands should be free with the exception of your name card.
- Programs will be placed on all of the chairs prior to the ceremony.
- The Registrar's Office will not release a diploma or transcript if the student has an outstanding balance with the university.
- Be sure to go to the restroom prior to the start of the ceremony. Once you are seated in the gym, you will not have an opportunity to vacate until after the ceremony is over.
- Please note that the doors to the McLaughlin Center will temporarily close at 9 a.m. and 2 p.m. while degree candidates process into the ceremony. The gym will remain closed until after the presentation of the colors and the Invocation. Please notify any guests you have attending that they need to be in the gym and seated

before 9 a.m./2 p.m. or they will need to wait outside until approximately 15 minutes after the ceremony begins.

## Other Important Ceremony Details

### Families with children and Larger Families

- We will not have a family room this year; however, we will have a large LED screen located outside of the building. Families are welcome to watch the event from outside in front of the McLaughlin Center, if desired.
- All children must be accompanied by a parent or adult.

### COVID-19 Protocols – For safety of our faculty, staff, graduates, and guests.

- Masks must be worn by all attendees while inside the building.
- Physical Spacing will be recommenced.
- The traditional ceremony has been slightly edited to reduce human to human contact.
- The Gymnasium will be cleared and cleaned in between each ceremony.
- Hand sanitizer will be available freely, throughout McLaughlin Center.

## University Map and Parking

### University of Providence Commencement Parking Map

