

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO
DECEMBER 2017 COMMENCEMENT CEREMONIES**

CEREMONY #2 College of Architecture, Construction & Planning, College of Education & Human Development,
College of Liberal and Fine Arts, and University College

Preliminary Program and Faculty Participant Instructions

LOCATION: Alamodome

DATE: Sunday, December 17, 2017

<u>Time</u>	<u>Event</u>	<u>Instructions</u>
2:30 p.m.	Shuttle Service to Alamodome from Main Campus (you may take either Campus shuttle)	Faculty report to the Convocation Center parking lot to board the shuttle provided to the Alamodome. Please park in BK1 lot in front of the Convocation Center. The shuttle is leaving promptly at 2:30 p.m. Please be sure to bring your regalia with you; you do NOT have to already be dressed in your regalia.
2:45 p.m.	Shuttle Service to Alamodome from Downtown Campus (you may take either Campus shuttle)	Faculty report to the Frio Street Circle drive to board the shuttle provided to the Alamodome. Please park wherever your current permit allows you to park. The shuttle is leaving promptly at 2:45 p.m. Please be sure to bring your regalia with you; you do NOT have to already be dressed in your regalia.
3:00 p.m.	Arrival at South Entrance Loading Dock of Alamodome	To ensure the safety of every guest and graduate, all persons will be subject to a bag check and security scan. The Alamodome has implemented a Clear Bag Policy that limits the size and type of bags permitted. Faculty will be directed through the Southeast Tunnel to check-in at the Faculty Participants room in meeting room C/D. Volunteers will direct faculty. Personal items will be checked there for security reasons.

<u>Time</u>	<u>Event</u>	<u>Instructions</u>
3:10 p.m.	Refreshments for Faculty participants	Faculty will be able to enjoy refreshments in meeting room C/D.
3:20 p.m.	Robing	Faculty will begin robing in your academic regalia.
3:40 p.m.	Faculty Lineup	Faculty participants from each college will be lined up by college. The College of Architecture, Construction and Planning and the College of Education and Human Development faculty will be lined up in the East Tunnel and the College of Liberal and Fine Arts and University College faculty will be lined up in the West Tunnel.
4:00 p.m.	Processional	A UTSA Ambassador will instruct you.
4:10 p.m.	Posting of the banners/mace	Remain standing
4:20 p.m.	Greetings	Remain seated
4:30 p.m.	Speaker	Remain seated
5:00 p.m.	Presentation of Graduates	The Dean of each College will ask those who are candidates for degrees in that College to stand. The degrees will be conferred. The Master of Ceremonies will request graduates to approach the stage. One row will rise at a time, as directed by a UTSA Ambassador and proceed to the stage. Doctoral students will be hooded on stage. When the announcer calls the graduate's name, the graduate will proceed across the stage to receive the scroll and congratulations from the Dean. The graduate will then file off the stage and be congratulated by the faculty participants from that college. A UTSA Ambassador/Staff Volunteer will instruct the faculty to stand and congratulate the students.

For Information Only: For the ceremonies, doctoral students will carry the academic hood over the left arm during the processional and when approaching the stage for hooding. The order of the processional will be: doctoral degrees from each College, followed by the terminal degrees of Master of Architecture and Master of Fine Arts, followed by master's degrees from each College, followed by the baccalaureate degrees from each College. Honor graduates will be at the first of the baccalaureate degrees from each College.

<u>Time</u>	<u>Event</u>	<u>Instructions</u>
5:50 p.m.	Alma Mater	Remain standing
5:55 p.m.	Closing	Remain seated
6:00 p.m.	Recessional	Please stand when instructed and file out in order as directed by the UTSA Ambassadors/Staff Volunteers. Audience remains standing until all students, faculty, and stage party exit the floor.
6:30 p.m.	Shuttle Service to Main Campus from the Alamodome	Faculty report to the South Entrance of the Alamodome to board the shuttle provided to the Convocation Center. Please be sure to pick up all of your personal items from the Faculty Participants Room (room C/D) before leaving the Alamodome.
6:30 p.m.	Shuttle Service to Downtown Campus from the Alamodome	Faculty report to the South Entrance of the Alamodome to board the shuttle provided to the Convocation Center. Please be sure to pick up all of your personal items from the Faculty Participants Room (room C/D) before leaving the Alamodome.

THANK YOU FOR YOUR PARTICIPATION IN COMMENCEMENT AND THE
COMMITMENT TO THE UNIVERSITY AND TO THE STUDENTS
YOU EXPRESS BY PARTICIPATING

Notes: Faculty with rented regalia should return the regalia to the UTSA Bookstore no later than **Friday, December 22, 2017.**