1. COMMENCEMENT INVITATIONS AND TICKETS

Each candidate for graduation will receive eight (8) printed Invitations and eight (8) Tickets. Invitations and Tickets may be picked up in the Administrative Conference Center Building according to the following schedule only:

   a. Wednesday, May 14, 1:00 p.m. to 5:00 p.m. (ACC 203)
   b. Thursday, May 15, 1:00 p.m. to 3:30 p.m. (ACC 203)
   c. Friday, May 16, 3:00 pm to 5:00 p.m. (ACC 203)

Students are required to satisfy all university obligations before receiving tickets and Invitations. The following must be completed before ticket/Invitation distribution:

   a. Financial Aid Exit Interview
   b. Graduating Senior Exit Survey – May 14, 2014 (Call Institutional Research @ 340.693.1010)
   c. Institutional Advancement Exit Survey (Call 340.693.1607)

Though representatives from the Financial Aid and Institutional Advancement Offices will be on hand to assist where possible, students are encouraged to complete forms and surveys beforehand, as instructed.

2. GRADUATION CAPS AND GOWNS – May 11 - May 16

Candidates may pick up academic regalia at the University Bookstore during regular business hours from May 11 through May 16.

3. GRADUATION REHEARSAL - Thursday, May 15, 4:00 P.M.

There will be a rehearsal for all candidates at 4:00 p.m. Thursday, May 15, in the Sports and Fitness Center (S&FC). Please assemble promptly in the Varsity Area (1st floor) of the Center. Participants should line up in alphabetical order in the category of Colleges or Schools.

4. COMMENCEMENT EXERCISE - May 17, 7:00 P.M.

Please assemble in the Varsity Area (1st floor) of the S&FC Saturday, May 17 at 5:00 p.m. If possible wear black shoes. Men should wear black or dark trousers. Flowers and decorative jewelry should not be worn on the academic gown. The tassel on the cap should be on the right front side of the mortarboard. After degrees are conferred, the Provost will direct graduates to move tassels, en masse, to the left.
Candidates must assemble in alphabetical order within degree groups. The procession will proceed in the order listed below:

- Marshal
- Faculty
- Master of Arts in Education candidates
- Master of Arts in Psychology candidates
- Master of Business Administration candidates
- Master of Public Administration candidates
- Master of Marine and Environmental Sciences candidates
- Bachelor of Arts candidates
- Bachelor of Science candidates
- Associate of Arts candidates
- Associate of Applied Science candidates
- Associate of Science candidates
- Platform Guests

The procession, led by the Marshal, will start promptly at 7:00 p.m. The procession will march in a double column from the second floor of the S&FC. The entire procession will proceed to the first floor. The Marshal will direct faculty, candidates, and platform guests to arena seats. Participants are asked to turn toward platform guest as they move toward the stage. All will remain standing until the anthems have been played. Thereafter, everyone is seated.

Following the key note address, the Provost will approach the microphone and say: “President Hall, it is my privilege to report to you that the candidates here assembled have qualified in all respects for degrees in course by successfully completing curricula offered by the University of the Virgin Islands and have been recommended by the faculty and Board of Trustees to be awarded appropriate degrees in recognition of their academic accomplishments.

A Dean continues by saying, “Will the candidates for the Master of Arts in Education Degree please rise?” The group stands as a body. The Provost continues, “President Hall, on behalf of the faculty of the University of the Virgin Islands, it is my pleasure to certify that these candidates have satisfied the requirements for the Master of Arts Degree.” Thereafter, President Hall bestows the degree by saying, “By virtue of the authority vested in me by the Board of Trustees of the University of the Virgin Islands, I do hereby confer upon you the degree of Master of Arts in Education.”

Students receiving two degrees will proceed to the podium area to receive the highest degree conferred upon them. Thereafter, the student will stand in place and be acknowledged.

The ceremony will proceed in like manner.
The Marshal will read the name, major, and honors, if any, of each candidate. This information is listed in the program. Candidates move in order, toward the east aisle and approach the podium to receive the diploma from the Provost and handshakes from the President, Provost, and Dean. Thereafter candidates proceed to seats and remain standing until all degree candidates in the category have returned to their seats. Once all candidates from the degree group return to their seats, the Provost requests that tassels be turned en masse. Thereafter, the Provost will request that graduates be seated.

This procedure continues until all degrees have been conferred.

Once all UVI degrees have been conferred, a representative from the Office of Institutional Advancement will approach the microphone and pronounce the induction into the Alumni Association.

All should stand for the benediction; men should remove caps. Following this, the band will play the recessional. The marshal and platform guests lead the recessional, followed by faculty and graduates.

The recessional queue will exit the arena in the same manner as the queue entered the arena.

5. PROGRAMS

As you gather in the varsity area of the SFC, each candidate will be given a printed commencement program. In this way, you will be able to anticipate the order of events for the commencement exercise.

6. PARKING

Parking for graduates and guests of graduates will be available at the Reichhold Center for the Arts. Shuttle service to and from the S&FC will be provided beginning 4:30 p.m. Parking will not be available at the S&FC.

7. MISCELLANEOUS INFORMATION

Though the Commencement ceremony is an exciting time for all involved, it is a formal affair. Decorum is always appropriate. Each graduate should approach and exit the podium area in a timely, organized fashion. After you secure your diploma, move immediately to your seat, though you must remain standing until all degree candidates in your category have the opportunity to do the same.

The services of three professional photographers have been secured. They will be available at commencement for your convenience. Mr. Kevin E. Wattley may be reached at (340) 998-6185 or winxflixphoto@hotmail.com. Mr. Dale Morton
may be reached at (340) 693-1086 or dmorton@uvi.edu. Mr. Albion George may be reached at (340) 693-1077 or ageorge@uvi.edu. Only professional photographers will be allowed beyond certain vantage points. Please take advantage of their services by contacting a photographer at least two or three weeks before the ceremony. Otherwise photographic services cannot be guaranteed. Mr. Taylor is also organizing a photography day for graduates. He may be reached @ 693.1560.

8. PROGRAM NAMES
Please note that the names of graduates listed in the program reflect the names of those who satisfied the graduation application deadline procedure. An insert disclaimer will accompany the list of names. It will read:

Please note that this is not an official listing of graduates.
The names of students listed originate from applications for graduation. For official verification of graduates please contact the University’s Registrar Office. We apologize for any inconvenience.

The final list of names will be submitted to the printer Tuesday, April 15, 2014.

Please note: Only persons with tickets will be admitted to the ceremony.