



# COMMENCEMENT INSTRUCTIONAL BOOKLET

**Class of 2020 Graduates**

**For the most up-to-date information visit:**

**<https://www.neomed.edu/commencement/>**

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## Essential Details for NEOMED Degree Candidates and Guests for COMMENCEMENT EVENTS

**Please read this information CAREFULLY in preparation for commencement!**

### INTRODUCTION and CONGRATULATIONS!

Graduation from NEOMED represents a major accomplishment in your life and the lives of your families. We want your commencement to be a very special and memorable experience and ensure that degree candidates and their guests have the most satisfying and smooth commencement experience. Please read the information below so that you can be prepared for your commencement ceremony since there will NOT be a rehearsal for graduating students.

### SCHEDULE:

#### Commencement Ceremony: Saturday, May 2, 2020

<b>8:30 a.m.</b>	<b>Graduates Only may enter E.J. to begin check-in – Enter E.J. Thomas Hall on the East Buchtel Avenue side of the building up the exterior steps to the second floor Goodrich Lobby area.</b>
8:45 a.m.	Doors open for all guests
9:30 a.m.	Graduates should be robed and begin line up
9:30 a.m.	Guest Hooders should be checked in and seated in assigned section
9:30 a.m.	Musical selections begin
9:40 a.m.	Graduates move from Goodrich to backstage for processional (led by Student Services Marshals)
<b>10:00 a.m.</b>	<b>Commencement begins. Processional led by the Grand Marshal.</b>
12:30 p.m.	Recessional (approximate time)
12:30 p.m.	Reception Begins (Goodrich & Robertson Lobbies)
12:40 p.m.	Required Photos of Graduates, GROUPED BY COLLEGE (outdoors unless rain)

### LOCATION:

E.J. Thomas Performing Arts Hall, The University of Akron

### DIRECTIONS:

E.J. Thomas Performing Arts Hall is located at 198 Hill St., at the intersection of Hill Street and East Buchtel Avenue, and between South Forge Street and University Avenue, on the west side of The University of Akron campus. **Students must enter up the exterior front steps to the second level into Goodrich Lobby for Student Check-In.** Family and guests should enter through the main facility doors.

### PARKING:

Free parking is available in the E.J. Thomas Hall parking deck and in nearby lots. All UA parking lots are open for commencement with no permits required. In addition to the E.J. Thomas Hall parking deck, parking is available in the Lot 26 deck on East Buchtel Avenue; Lot 45 at the corner of Lincoln Street and South Forge Street; Lot 34 near McDowell Law Center; and Lot 43 near the Buckingham Center.

Parking for guests with valid state handicap permits on their vehicles is available in the E.J. Thomas Hall deck. Wheelchair access to E.J. Thomas Hall is available through the E.J. Thomas Hall parking deck. Please visit the Office of Parking Services' website at [www.uakron.edu/parking](http://www.uakron.edu/parking) for directions, road construction updates and links to maps. Parking Services can also be reached at 330.972.7213 between 8 a.m. and 4:30 p.m. Monday-Friday.

### CHECK IN:

All Graduates must check in at the CHECK IN TABLE inside the Goodrich Lobby. Graduates will receive their tassels, row assignments, cords and final instructions.

**GUEST HOODER CHECK IN:****NOTE – Please review the section for Guest Hooder Participation.**

Guest Hooders should enter the E.J. Thomas Hall beginning at 8:45am and follow the signs to the Guest Hooder check in area no later than 9:15 am. They will be seated in a specific section of the audience so that these hooders can be gathered and lined up prior to the hooding portion of the ceremony. A NEOMED staff member will assist your Guest Hooder with locating their seats. A Guest Hooder who has not checked in or is not seated in the Guest Hooder section cannot participate in the ceremony.

**Please note:** Unless your Guest Hooder requires assistance from a family member (which should be noted on the Guest Hooder information form), only Guest Hooders will be permitted to sit in the Guest Hooder section.

**STUDENT LINE-UP:**

Each graduating College will be lined-up in alphabetical order in the Goodrich Lobby. Please follow the guidance of NEOMED staff to make sure you are lined up correctly. Degrees will be conferred in the following order: College of Medicine, College of Pharmacy, and concluding with the College of Graduate Studies. Students earning dual degrees (doctorate and masters) will be instructed to cross the stage with both colleges.

Students will not be permitted to leave the auditorium once the ceremony begins. Therefore, we highly recommend visiting the restroom BEFORE the line-up.

**ITEMS OF VALUE:**

Graduates are not permitted to carry anything onto the stage with them including children, pets, signs, purses or bags. Please leave personal items in your locked vehicle or with family/guests.

**REGALIA:**

Remember to ORDER your regalia online at the Commencement website by March 1. Pick up the regalia you ordered through the NEOMED Nook Bookstore. Regalia pick-up dates, times, and location is listed below for each appropriate College:

**College of Medicine:** College of Medicine graduates must pick up their regalia in the NOOK Bookstore. NOOK bookstore hours of operations: Monday-Thursday, 8:30 a.m. - 4 p.m.; Friday, 8:30 a.m. - 3 p.m. on these assigned dates:

- Last name beginning with A-M: Starting April 6
- Last name beginning with N-Z: Starting April 13

**College of Pharmacy:** All pharmacy students can pick up regalia in the Nook Bookstore, **at a date to be announced.**

**College of Graduate Studies:** In the Nook bookstore beginning April 13. Contact Christine Kovacich at 330.325.6551 or [ckovacich@neomed.edu](mailto:ckovacich@neomed.edu).

**\*\* Please contact Christine Kovacich at [ckovacich@neomed.edu](mailto:ckovacich@neomed.edu) or 330.325.6551 with any regalia questions including if you plan to have someone else pick up your regalia for you.**

Proper graduation regalia is required for all degree candidates participating in commencement ceremonies. Tams, gowns, tassels and hoods must be ordered via the regalia order form link and should be pressed and prepared by each graduate. Bring ALL pieces of your Regalia to commencement.

Please return your rented regalia before leaving E.J. Thomas Hall including your gown and hood. Your tam and tassel are yours to keep. Regalia Return tables will be located near the first floor E.J. exit.

Only NEOMED-sanctioned cords can be worn at Commencement. These sanctioned cords include AOA, Gold Humanism Honor Society, Rho Chi, and Phi Lambda Sigma. No other items/articles may be added to the tam or gown other than these sanctioned honor cords.

**ATTIRE:**

Regarding attire, recommended dress is PROFESSIONAL BUSINESS attire. Please wear appropriate shoes as you will need to navigate stage steps...no flip-flops or tennis shoes.

**FACULTY HOODERS:**

Honorary Faculty Hooders for Medicine and Pharmacy are selected from the NEOMED faculty by graduating students during the Awards Selection Process coordinated by each college dean's office. Doctoral hoods for College of Graduate Studies students are applied by the students' individual doctoral advisors. Masters hoods should be worn by Graduate Studies students receiving the Masters degrees and will be available at check-in.

**GUEST HOODERS:**

New this year is the opportunity for students receiving degrees to be hooded by one member of their immediate family if that individual holds the SAME DEGREE as the student (i.e. MD or Pharm.D). Please refer to the [Guest Hooder](#) section of the NEOMED Commencement website for a complete list of FAQs.

**GUESTS & TICKETS:**

No tickets are required for guests, but because of General Seating, selection of seats is first-come, first-served. Seating will be available in all balconies. Please be respectful and avoid saving large groups of seats for late arrivals, as guests will be asked to release saved seats 15 minutes before the processional.

**ACCOMMODATIONS FOR GUESTS WITH DISABILITIES:**

All seating is on a first-come, first-served basis. Guests with special needs should arrive early to be sure that their needs can be accommodated. Please park in the E.J. Thomas Hall parking deck if you require wheelchair access to E.J. Thomas Hall. Because wheelchair seating is limited, accompanying family members will be seated in nearby rows as space allows. For guests with hearing impairment, a special sound system is available at the Main Lobby Information Counter, and a sign language interpreter will sign the ceremony. Guests requiring these services should see an usher for assistance.

**RECEPTION:**

**NOTE: Access to the reception food or drink prior to the end of the Commencement Ceremony is not permitted.**

**Time:** Immediately following the NEOMED Commencement ceremony. For those planning reservations after the ceremony, the ceremony ends between 12:30-1:00 pm.

- **Location:** Robertson and Goodrich Lobbies
- **Length of event:** Approximately one hour
- **What will happen:** Following required group photos of graduates outside of EJ Thomas Hall, you will join your family and friends in the Robertson and Goodrich lobbies; light refreshments will be available.

**PHOTOGRAPHY**

Professional photographers will take photos during the ceremony and a link will be provided after graduation for students to download free photographs on the [commencement website](#). All guests must remain seated until the program is over and therefore should not move to the stage area or in the vicinity of the graduates during the ceremony so that we can move the candidates in and out of seating for the diploma/hooding presentation.

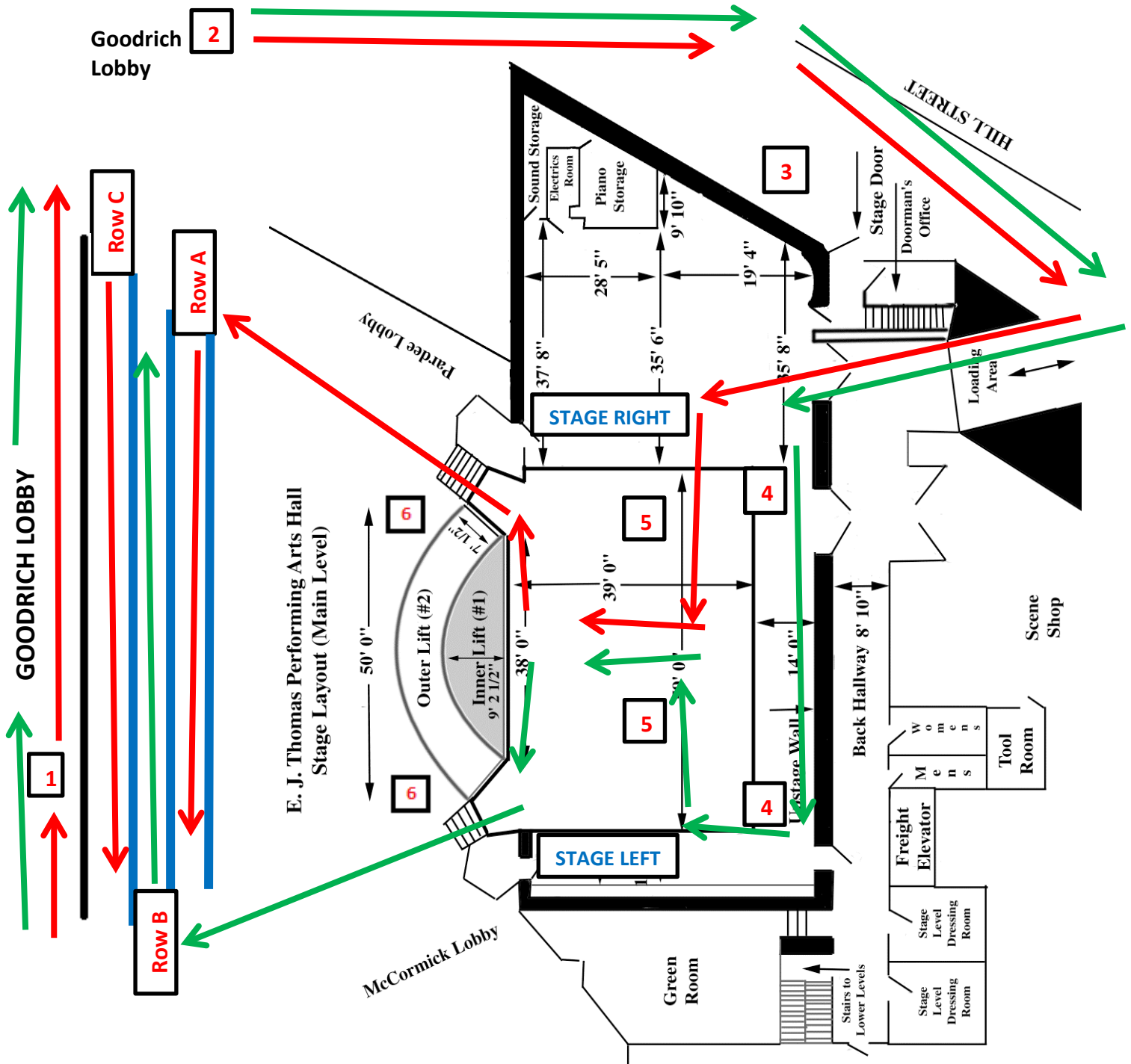
- **PRESENTATION OF HOOD**  
Students will be photographed and videotaped during the presentation of the hood.
- **PRESENTATION OF DIPLOMA**  
Each student will be photographed as he/she receives the diploma. A link will be provided after graduation (on the [commencement website](#)) for students to download free photographs.
- **GROUP PHOTOGRAPHS**  
Immediately following the ceremony, ALL graduates must recess in line directly to the EJ Thomas Hall steps outdoors (or indoors in case of rain). Families and friends will be asked to remain inside the building (plan a meeting location in the Robertson or Goodrich Lobby with your guests).

**COMMENCEMENT VIDEO RECORDING – Free MP4 Download of the Ceremony**

A professional quality recording of your graduation from NEOMED will be available 1-2 weeks after the ceremony. The recording includes the entire ceremony, from processional to recessional. If you would like to download a free MP4 copy, the link will be provided via email after the ceremony. Video camcorders and similar equipment will be permitted, but no special provisions will be provided, and cameras may not be set up in the aisles.

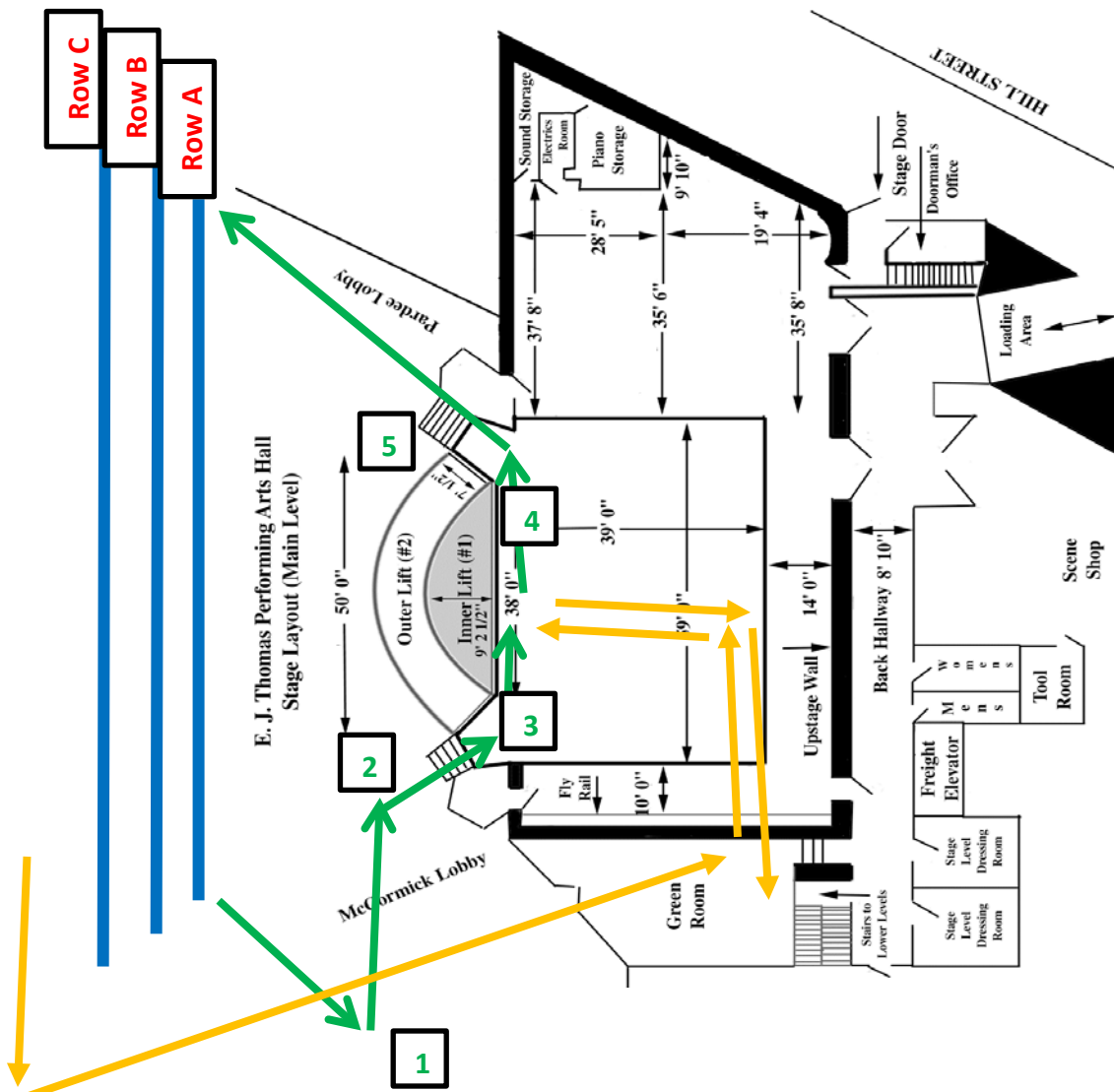
## PROCESSIONAL DIRECTIONS:

1. Check in and line up in the Goodrich Lobby.
2. The Student Services Marshals will lead TWO lines of students to the STAGE from Goodrich Lobby.
3. The line of Graduates will move from the Goodrich Lobby to the backstage area.
4. The Grand Marshal will lead the student lines onto Stage as shown in the diagram below.
5. **(Follow the red line and green line in the diagram)** Students will process in 2 lines from opposite sides of the stage and proceed down both the right and left stage steps into their seats in the first rows of the hall.
6. At the bottom of the stage steps, you will be given a program and directed to your row (Fill Row as instructed).
7. Move all the way down your row to the furthest seat (do not sit in seats marked "RESERVED"). Do not leave any seats empty. Follow the Student Services Marshal's instructions. Remain standing until you are given the cue from Grand Marshal to sit. Please applaud for the faculty processional and the stage party processional.
8. Please stand in front of ONE seat. Avoid leaving any vacant seats as the seating has been carefully parceled.
9. When faculty and stage party members enter the stage area, graduates should clap and continue to clap until President Langell appears at his seat.
10. Listen for instructions from the Grand Marshal regarding when to sit down.



## HOODING/DIPLOMA DIRECTIONS:

1. One row at a time will be asked to stand by the Student Services Marshals and led into the McCormick Lobby to line up (all others remain seated)
2. Take the steps up to the stage (STAGE LEFT) and stand on the "hooding feet" near the flag to await your name.
3. When your name is called, walk past the Name Reader podium to the "hooding feet" on the floor, receive your HOOD from the Hooders. FACE FRONT as the hooders place the hood over your head. Please limit hugs and handshakes here.
4. Students will be hooded by either 2 Faculty Hooders or 1 Faculty Hooder and 1 Guest Hooder (if registered).
5. Then walk just past stage center to receive your DIPLOMA from President John Langell and your Dean. Take the diploma, **FACE FRONT** for a photo and President Langell and your Dean will shake your hand.
6. Exit the stage via the steps on STAGE RIGHT and return to your original ROW and your SEAT
7. NOTE: Graduates from the Oath Committees and Military Ceremony Graduates will return to different seats reserved in the front rows so that they can easily return to stage to read the oath or be led backstage to get ready for the military ceremony. Oath and Military students are asked to attend the administrative rehearsal on Friday at 2pm at E.J.



## GUEST HOODING DIRECTIONS (see yellow line above)

1. Guest Hooders will be seated in an assigned row behind all graduates.
2. Before the Hooding Ceremony begins following the keynote address, guest hooders will be led backstage to line up behind the last row of stage party members.

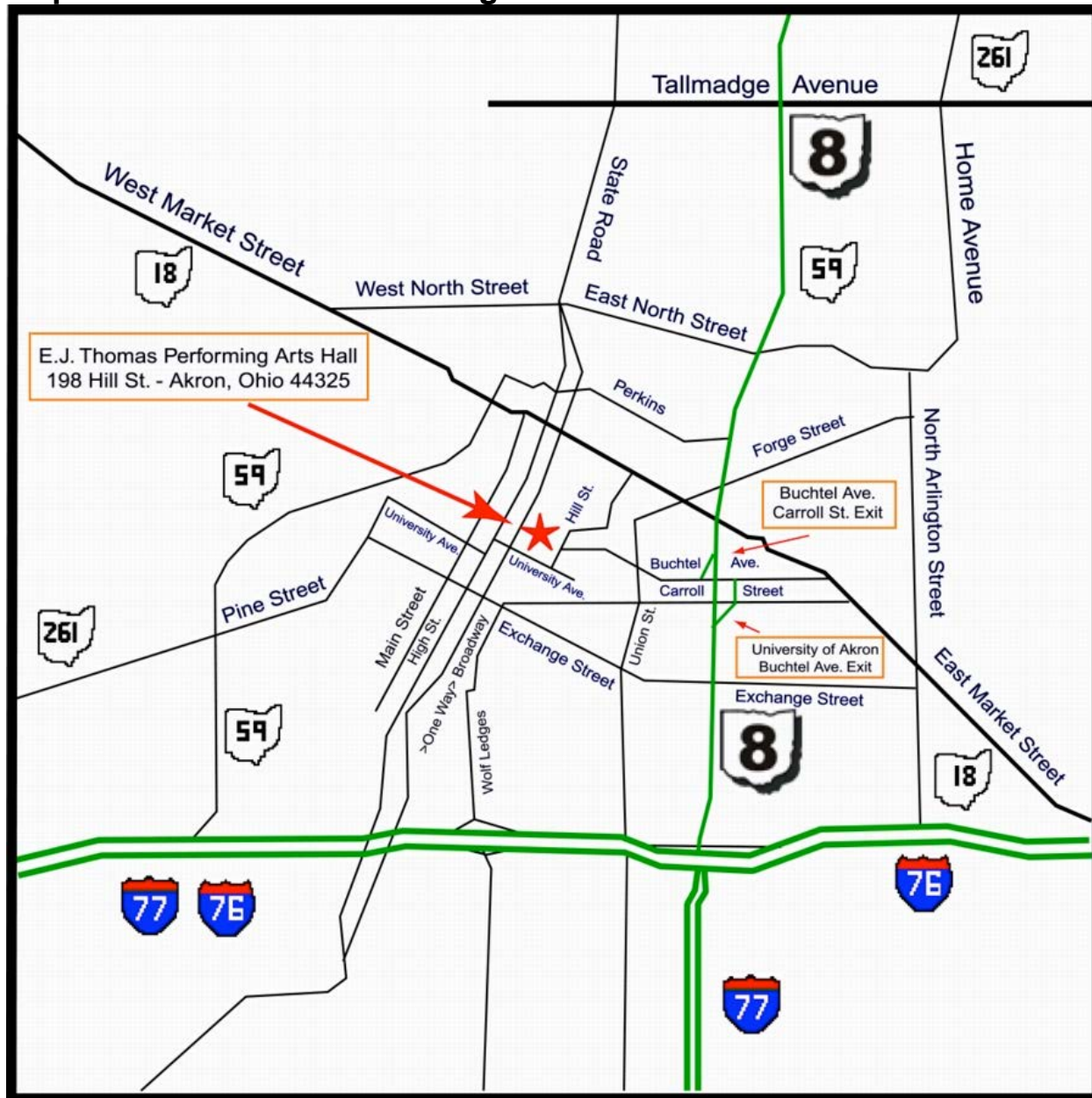
3. When their graduate's names are announced, the guest hooder will be escorted to the right side of the graduate and will join the faculty hooder to place the hood over the student's head.
4. Then the guest hooder will return to the back of the guest hooder line and escorted back to their reserved seats following the hooding of all candidates from that college.

### **RECESSIONAL (not pictured in the diagram)**

1. To recess, all Graduates will be led out into the McCormick Lobby and then outside of E.J. to the outdoor steps for COLLEGE GROUP PHOTOS. In case of rain, group photos may be cancelled or taken inside. Your marshal will direct you accordingly.
2. Group Photos will include the entire class for each College. Please remain for photos until you are OFFICIALLY DISMISSED.
3. After required photos you may join your guests in the Robertson and Goodrich Lobbies.
4. Please remember to return your regalia before leaving the event.



## Map to E.J. Thomas Performing Arts Hall



## Directions to E.J. Thomas Performing Arts Hall

**From the North** (Cuyahoga Falls, Cleveland): Route 8 South. Exit Buchtel Avenue / Carroll Street. At the end of the ramp, turn right on Buchtel Avenue. Follow Buchtel Avenue until it dead-ends into E.J. Thomas Hall. Parking is available in the parking deck or any staffed lot.

**From the South** (Canton): I-77 North straight to Route 8 North. Exit Buchtel Avenue / Carroll Street. Turn left at the second light, which is Buchtel Avenue. Follow Buchtel Avenue until it dead-ends into E. J. Thomas Hall. Parking is available in the parking deck or in any lot manned by an attendant.

**From the East:** (Youngstown): I-76 West to Route 8 North. Exit Buchtel Avenue / Carroll Street. Turn left at the second light, which is Buchtel Avenue. Follow Buchtel Avenue until it dead-ends into E. J. Thomas Hall. Parking is available in the parking deck or in any lot manned by an attendant.

**From the West:** (Montrose, Summit Mall, Medina, and Cleveland): I-77 South / I-76 East. Exit Wolf Ledges. Follow for 1/2 Mile, Turn left on to Wolf Ledges. Wolf Ledges goes underneath a bridge. Take the first street on your left, which is Wolf Ledges Parkway. At the second traffic light turn right on University Avenue and then left on Hill Street. Parking is available in the parking deck on your left or in any lot manned by an attendant.

# **PRE-COMMENCEMENT ACTIVITIES:**

## **Class of 2020 Commencement Ball**

Saturday, April 25, 2020  
7:00-11:00pm, Cocktail hour from 6:00-7:00pm  
Akron Art Museum, One South High Street, Akron, OH 44308

## **Class of 2020 College of Medicine Graduation Brunch and Awards Ceremony**

Wednesday, April 29, 2020  
11:00am-2:00pm  
Stow Parks and Recreation – Heritage Barn  
5238 Young Rd, Stow, OH 44224

## **Commencement Rehearsal**

Only for the following students:

Military Graduates  
Oath Committee Members  
College Gonfalonian Bearers and Bowl Bearer  
Friday, May 1, 2020  
2:30pm  
E.J. Thomas Performing Arts Hall

## **College of Pharmacy Dean's Reception and Awards**

Friday, May 1, 2020  
4:30-6:30pm  
Formal program begins at 5:00 p.m.  
NEW Center Ballroom, NEOMED

*Be sure to RSVP for these events when requested.*