Fall 2017 Commencement
Quick Guide

Dec. 13, 2017
McCamish Pavilion
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COMMENCEMENT VOLUNTEER SCHEDULE
MORNING CEREMONY

6:30 a.m. - Shuttle pick-up at Student Center
7 a.m. – Shuttle drops off at McCamish Pavilion
   • Check-in
   • Breakfast
7:30 a.m. – Ceremony preparation
   • Role assignments
   • Walkthroughs
8 a.m. – Final instructions and last-minute questions
8:30 a.m. – Doors open to degree candidates, guests and faculty
10 a.m. – Commencement starts
   • Faculty processional
   • Platform Party processional

Degree Candidate Recognitions
11:30 a.m. – Commencement ends
(approximate end time)
   • Degree candidate recessional
   • Faculty recessional
   • Platform Party recessional
11:45 a.m. – Volunteers report to the volunteer room for snacks and exit
12 p.m. – Volunteer shuttle picks up at McCamish Pavilion going back to the Student Center
COMMENCEMENT VOLUNTEER SCHEDULE
AFTERNOON CEREMONY

12:30 p.m. - Shuttle pick-up at Student Center
1 p.m. – Shuttle drops off at McCamish Pavilion
   • Check-in
   • Lunch
1:20 p.m. – Ceremony preparation
   • Role assignments
   • Walkthroughs
1:50 p.m. – Final instructions and last-minute questions
2 p.m. – Doors open to degree candidates, guests and faculty
3:30 p.m. – Commencement starts
   • Faculty processional
   • Platform Party processional

Degree Candidate Recognitions
5 p.m. – Commencement ends (approximate end time)
   • Degree candidate recessional
   • Faculty recessional
   • Platform Party recessional
5:15 p.m. – Ceremony breakdown
5:45 p.m. – Volunteers report to the volunteer room for snacks and exit
6 p.m. - Volunteer shuttle picks up at McCamish Pavilion going back to the Student Center
ABOUT COMMENCEMENT AT MCCAMISH

- Ceremonies are ticketed.
- Degree candidates can access their tickets via their student email.
- Ceremonies are for bachelor’s degree candidates ONLY.
- Ceremonies will last about 1.5 hours.
- Each candidate will be individually recognized.

WEDNESDAY, DEC. 13
MORNING CEREMONY  10 a.m. (DOORS OPEN 8:30 a.m.)
- ANDREW YOUNG SCHOOL OF POLICY STUDIES
- BYRDINE F. LEWIS COLLEGE OF NURSING & HEALTH PROFESSIONS
- COLLEGE OF THE ARTS
- COLLEGE OF EDUCATION & HUMAN DEVELOPMENT
- J. MACK ROBINSON COLLEGE OF BUSINESS

AFTERNOON CEREMONY  3:30 p.m. (DOORS OPEN 2 p.m.)
- COLLEGE OF ARTS AND SCIENCES
DEGREE CANDIDATES

- Degree candidates should enter at the Zelnak Center lobby entrance for check-in.
- Each candidate will receive their graduate card with their name and assigned seat number at check-in.
- If a degree candidate needs regalia they can visit the bookstore located at the main entrance.
- Degree candidates who need to leave the floor MUST leave their graduate card.
- Only degree candidates, faculty and credentialed staff are allowed on the McCamish Pavilion floor.
- There is NO storage facility available for degree candidates or guests.

- Guests cannot be located for degree candidates.
- If a degree candidate needs to contact a guest, he or she must meet the guest at the Zelnak gym entrance.
**FACULTY**

- Faculty will arrive at 9:15 a.m. for the morning ceremony and 2:45 p.m. for the afternoon ceremony.
- Faculty members should enter at the east entrance for check-in and proceed to section 112.
- Section 112 is designated for faculty line-up.
- Section 100 (first six rows) are designated for faculty seating.
- There is no specific seating assignment for faculty members.

**GUESTS**

- Guests should enter at the Main, East or West entrances.
- Guests entering McCamish Pavilion must have a ticket.
- Overflow viewing is available in the O’Keefe gym behind McCamish Pavilion.
PARKING

Parking is available in the following areas near McCamish Pavilion:

- **ER66 (Graduate Living Lot)** at 251 10th St. NW #153, Atlanta, GA 30318
- **W23 (North Campus State Street)** at 935 State St. NW, Atlanta, GA 30318
- **E81 (Tech Square)** at 770 Spring St. NW, Atlanta, GA 30308

MARTA

- McCamish Pavilion is served by two MARTA rail stations: the North Avenue Station and the Midtown Station.
POST CEREMONY

- Degree candidates will recess to the E65 parking lot.
- Guests may exit through the Main, East or West gates.
- Commencement volunteers must check out in order for the Commencement staff to validate time.
- Grad Images will handle photography during and after the ceremonies.

CONCESSIONS

- Concession stands will be available throughout the ceremonies.

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

- Guests with issues climbing stairs should enter at the East or West entrances.
- Special needs seating accommodations are available at the top of each section along the concourse level. Only one additional person may sit with a guest in this section.
• Wheelchairs are not available at McCamish Pavilion.

• For guests who are deaf or hearing impaired, a Communication Access Realtime Translation reporter will generate captioning for the video screens.

**GENERAL SEATING**

• Tickets and seating are general admission.
• Seating is open for guests on the concourse level 100 – 110 and mezzanine level 200 – 210.
• There is NO reserved seating. Seating is on a first come, first served basis.

**EMERGENCIES**

• Inform the nearest Georgia State police officer or Civil Service Commission official.
RESTRICTED AREAS AND ITEMS

- No guest is allowed into restricted areas at any time for any reason. This includes: the McCamish floor, Zelnak gym, Volunteer Center or any other restricted access points.

The following items are not permitted:

- **Outside food or drink**
- **Alcoholic beverages**
- **Animals (except for certified service animals)**
- **Backpacks or bags larger than 10x14x5**
- **Bicycles, rollerblades, scooters and skateboards**
- **Balloons**
- **Confetti or silly string**
- **Artificial noise makers**
- **Explosives, fireworks and items deemed hazardous**
- **Large signs, banners or flags judged to be offensive**
- **Laser pointers**
- **Weapons of any kind**
**DIPLOMAS AT THE CEREMONY**

- Diplomas **are not** awarded at the ceremony. They are mailed to the degree candidates’ **diploma address** on record once final grades have posted and all financial obligations to the university have been cleared.

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