Commencement at Virginia Tech Carilion School of Medicine is a very special event. We are proud of our graduates and look forward to celebrating your academic accomplishments. Our goal is to make the Commencement a positive and memorable day for you and your guests.

**COMMENCEMENT CEREMONY**
SATURDAY, MAY 9TH AT 9:00 AM
JEFFERSON CENTER
541 LUCK AVENUE
ROANOKE, VA  24016

GRADUATES ARE REQUIRED TO CHECK-IN AT 8:15 AM AT THE FRALIN ATRIUM

GRADUATES, PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY!

**DRESS CODE**
Graduates are required to arrive dressed in their cap and gown with their professional attire underneath. Your academic hood should remain folded, as you will carry it in with you during your processional. The tassels of your cap should be on the LEFT side of your head. Graduates who do not arrive in cap and gown will not be permitted to participate in Commencement ceremony.

**GUESTS WITH SPECIAL NEEDS**
If someone in your party is in need of special accommodations, please contact Hope Reynolds (540.526.2512 or hvreynolds@carilionclinic.org) in the Office of Student Affairs by Friday, May 1st, so that we can notify the Jefferson Center. Also, the interpreter for deaf or hard of hearing will be present on stage for the duration of our ceremony.
**TIMELINE**

8:15 a.m. – 8:30 a.m.  **CHECK-IN (Fralin Atrium)**
Graduates must check-in with student volunteer(s) in the hallway of Fralin Atrium on the 2nd floor. Upon checking-in, you will need to move to the dressing rooms past the green room (rehearsal hall) located stage left, to assemble and be placed in the correct order for the student processional.

8:45 a.m.  **LINE UP**
Graduates are required to assemble in alphabetical order and procession to hallway and line up behind the faculty. It is extremely important that you remain in your placement once attendance has been taken. This is the order in which you will be called to be hooded and receive your diploma.

Graduates who arrive late, are not present during attendance, or have left from their placement number risk being excluded from the Commencement ceremony.

8:55 a.m.  **PROCESS TO SHAFTMAN HALL**
Procession will be led by faculty marshals, and it is very important that you follow their direction.

9:00 a.m.  **COMMENCEMENT CEREMONY BEGINS**

10:30 a.m. – 1:00 p.m.  **RECEPTION (Riverside parking lot)**

**THE CEREMONY**

Once you enter Shaftman Hall you will process and be seated on the stage. You will remain standing until signaled by the Dean to be seated.

Following the welcome from the President and the speakers, the Associate Dean for Student Affairs will call graduates by name in placement number order. Please make sure to pay attention to the Associate Dean(s) who will be signaling students to stand and proceed to the hooding stage mark.

When your name is called, advance to the hooding location in the middle of the stage. Your hood should be draped on your left arm. The next person behind will queue up and wait for their name to be called. Once you are hooded you will proceed towards the podium where you will receive your diploma with your LEFT hand, shake hands with your RIGHT, pause for the photograph with the Dean, and then proceed behind the partition, walk behind the dean’s and student seating area towards the opposite end of the row from where you started. The line of graduates in each row will continually move up so that each graduate returns to their original seat.

Graduates should remain standing until all graduates in your row have been called. At the end of the ceremony, please make sure to pay attention to the Associate Dean(s) who will be signaling students to stand and prepare for the recessional from the auditorium. The order of processional and recessional is as follows: Academic Mace, Dean, Speakers, Associate Deans, Faculty, and Graduates.
**RECEPTION**
The reception for graduates and their guests will be held on the Riverside parking lot immediately following the ceremony. Parking is available at the Riverside parking garage. Please enter the Riverside complex from the Reserve avenue entrance. Handicap parking will be available in the adjacent Riverside parking lot behind the reception tents.

**DISTRIBUTION OF DIPLOMAS**
All students participating in the Commencement ceremony will receive a personalized diploma on stage. Diplomas will not be issued to any graduate who has an outstanding hold or balance on their student account. Please make proper arrangements to resolve any outstanding holds or balances prior to Commencement.