M4’s Deans’ Convocation Instructions

Convocation – Begins **promptly at 8:30 a.m.**, Mississippi Boulevard Christian Church is on the corner of Jefferson and Bellevue approximately 1 mile east of the University. **Students should arrive by 7:45 a.m.** to line up.

Please check your email daily, especially the days right before Convocation and be on the lookout for the Graduation Line Up list. I am waiting to receive that list, which will tell you which row you have been assigned to and will forward it to you the minute I receive it. That minute, however, may not come until a day or two before Convocation.

General:

- Parking is available in front of the church on the west side of Bellevue.
- No one will be permitted to enter the Sanctuary prior to 7:45 a.m.
- **DO NOT** bring personal items with you. There will be no place to lock them up. Either leave them with a family member or lock them in the trunk of your vehicle.
- When you arrive at the church, enter through the front doors and go **downstairs** to the fellowship hall. Our staff and some of the M3’s will be on hand to assist you with lining up.

Please inform your family members that **flash cameras and tripods are not permitted inside the sanctuary**. Please also ask family members **not** to leave their seats to take photos. Several photographers from Mangiante’s Photography will be taking pictures as you are hooded and as students receive awards. Each graduate will be asked to complete a card for Mangiante’s Photography before Convocation begins while downstairs in the Fellowship Hall. This will provide Mangiante Photography with instructions on mailing your free photo proof. You are under no obligation to purchase the pictures. Please refer to the photo instruction/flyer that was included with your convocation invitations.

The Mississippi Boulevard Christian Church will also be videoing the Convocation service. A table will be set up in the lobby with the forms for you to complete if you would like to purchase a video. Most major credit cards, cash and check accepted.

Also, a **GROUP PHOTO** will be taken of the Class in your regalia on the steps of the church **immediately FOLLOWING CONVOCATION** if it is not raining. If it is raining, an alternate site will be announced that morning.

- After the Convocation ceremony, all graduates will exit before the general audience. PLEASE go through the lobby to the outside of the front of the building. **Do not stop for any reason** until you have completely exited the Church. Ask your family members to meet you outside in front of the church and not in the lobby. This will allow the general audience to more easily exit the building and make sure that the procession is able to completely exit the Sanctuary. If your family wishes to take pictures inside the sanctuary, they may do so after everyone has vacated the Sanctuary. Ushers will be assisting.

- There are handicap ramps into the building. Ushers (identified by red ribbons) will be available to assist if necessary. Reserved Handicap seating is located on the first two pews on both the left and right sections of the church only. The middle section, including the first two pews, are reserved for **GRADUATES ONLY and will be marked by green bows**. Please ask your family members not to sit in this area.

- Anyone who has not picked up their class composite needs to do so when you are on campus to pick up your regalia. The class composites are in the campus Student Life Office, 800 Madison Avenue (SAC) – Liz Roemer – 448-4860. Due to the large size of the composite, we will be unable to mail them.

- Graduation ceremonies will be held at the FedEx Forum. **ALL questions about commencement should be directed to Liz Roemer, 901/448-4860** in the Student Life Office. Detailed instructions for commencement can be found on their website: [https://www.uthsc.edu/studentlife/graduation/mayallgraduation.php](https://www.uthsc.edu/studentlife/graduation/mayallgraduation.php)
• All regalia must be returned to Liz Roemer immediately following commencement (lower level where you lined up). Once your regalia has been returned, you will be permitted to pick up your Diploma.

Regalia/Attire:
• Make sure your mortarboard is placed directly on top of your head so that it is straight (like balancing a book on your head) and not tilted backwards or to one side. To do is an inappropriate positioning of the cap and when not positioned correctly, makes it difficult for Dr. Battle to properly hood you.
• The “tassel” is to be worn on the right front of the cap during Convocation. It will NOT be moved to the left until after the degree is deferred at Graduation that afternoon.
• Hair clips (aka bobby pins) are useful securing your cap correctly in place.
• Preferred attire to be worn under regalia:
  a. Ladies: Business attire (dress or slacks), comfortable shoes (no stiletto type heals please as you will be climbing several stairs for the hooding portion of the ceremony).
     i. Recommended you secure a safety pin inside your regalia which can later be used to hold your hood in place.
  b. Gentleman: Black (or dark colored) pants, white button down collar with tie, comfortable shoes.
     i. Once hooded, the hood can be secured to a button on your shirt using the string that is attached to the top front center of the hood.
  c. Absolutely no tennis shoes, flip-flops, shorts, or jeans.
• Please, no gum chewing.

If you have any questions regarding the Deans' Convocation, please call the COM Office of Student Affairs at 901/448-5684. Additional information regarding Convocation can be found on our website at: