

Graduation Rehearsal Notes Spring 2010

General Announcements:

- a) Meet at **Hoyt Sherman Place** by 2:00 p.m. in the Gallery (located on the west side of the building, as you look at the building from the front). Be dressed in your cap and gown. Leave personal items with family members, we won't take responsibility for purses or coats.
- b) Tassel goes on the right. Be sure to remove gum!
- c) Signs for each program will be placed around the room to help you to line up by your program (alphabetical order as listed in the program). The person on the right side of the procession line will lead into the auditorium seats. We will process to the lobby in this same side-by-side line.
- d) Your name card will be taped on your chair in the auditorium.
- e) You will carry a program into the auditorium due to the fact that the seat cushions pivot.

Processing into Hoyt Sherman Place Auditorium:

1. Processional Line up and Ceremony Order:
 - a) College Senate President Robert Loch (with Mace) - leads the processional up onto the stage.
 - b) Stage Marshal Michael Allsopp – leads President Decker, Board of Directors, and the commencement speaker up onto the stage.
 - c) Faculty Marshals Linda Playle and Barbara Braband - lead Cabinet, Academic Council and faculty to a section to the left of the stage.
 - d) Student Marshals Truc Nguyen and Tralanda Davis - lead students into the center section of seats to the right of the processional aisle (middle of the auditorium, front rows). Marshals will stand at head of the row as students enter. They will then take seats in the front row of the student section. Remain standing until mace is placed in the floor stand on the stage by Robert Loch.
2. Students rows will be assigned as follows (corresponds with order in program):
 - a) Bachelor of Science in Health Care Administration (Row 1)
 - b) Bachelor of Science in Nursing (Rows 2-3)
 - c) Associate of Science in Diagnostic Medical Sonography and Associate of Science in Emergency Medical Services candidate (Row 4)
 - d) Associate of Science in Nursing (Rows 5-10)
 - e) Associate of Science in Physical Therapist Assistant (Row 11)
 - f) Associate of Science in Radiologic Technology (Row 12)
3. Watch mace and marshals to sit or stand.
4. Remain standing until everyone is in.

Order of Events on the Program:

1. Call to order: President Decker

Sacred Portion of the Ceremony

2. Invocation by Rev. Mr. Dave O'Brien, Director of Pastoral Care at Mercy Medical Center - Des Moines. (**Men, remove caps during spoken prayer- [cue] "Let us pray."**)
3. Gospel Reading by Reverend Greg Leach, Pastor of St. Mary of Nazareth Parish, Des Moines (retired Paramedic)
4. Gospel Reflection by Fr. Leach

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5. Commissioning Ceremony (Blessing of Graduates' Hands by Fr. Leach): Students will be invited (voluntary participation) to come on stage to have the palms of their hands blessed with oil to symbolize the sacred nature of the work performed in service to patients throughout their careers in health care.
Individual response to Fr. Greg prior to blessing: **"Here I am Lord, your servant _____ (first name)."**
6. After the hands of all participants are blessed and everyone has returned to their seats: Recite the Lord's Prayer (by all present in auditorium)
7. Musical Interlude by soloist Chelsea Smith.

Academic Portion of the Ceremony

8. Introduction by President Decker of Commencement Speaker: Kathleen Sanford, DBA, RN, CENP, FACHE, Senior Vice President, Chief Nursing Officer, Catholic Health Initiatives, Denver Colorado.
9. Presentation of the Candidates:
 - a) Entire row stands, and proceeds to line up by the Student Marshal to the right of the stage (based on looking at the stage from seats). Line up behind the first person in the aisle at the bottom of the stage steps and remain standing there until told by the marshal to proceed.
 - b) Student Marshal will give "go ahead" to climb stairs on the right of the stage. Give name card to Stage Marshal who hands the card to Dr. Moravec who will read your name as you walk across the stage to receive your diploma cover.
 - c) Shake hands with Board Representative with right hand. Take degree with left hand.
 - d) Shake hands with President Decker.
 - e) Walk down steps on left side of stage and return to your row. **WATCH YOUR ROBE SLEEVES** – they tend to catch on the stair rail guard!
10. Conferring of Degrees: Once all graduates have returned to their seats, President Decker confers degrees on behalf of the Faculty and the College Board. All graduates switch tassels to the left together after President Decker says, "Ladies and Gentlemen, I present to you the Spring 2010 graduates of Mercy College of Health Sciences."
11. Student's Farewell Address: Sarah Erickson, R.N., Associate of Science in Nursing (Introduced by Dean Shirley Beaver)
12. President Decker thanks everyone for attending.
13. Recessional:
 - a) Marshal (Loch) and Stage Marshal (Allsopp) escorts stage dignitaries out followed by Faculty Marshals (Playle and Braband) with Administrators and Faculty/Staff.
 - b) Student Marshals (Nguyen and Davis) will escort students out by rows.
14. Reception:

Following the ceremony, light refreshments will be served in the Gallery where you robed before the ceremony. Family and friends are invited to stop by to begin the celebration of your success.