

October 8, 2018

MEMORANDUM

TO: University Faculty and Professional Research Staff
Emeritus Faculty (Huntsville area)

FROM: Christine Curtis, Provost & Executive Vice President for Academic Affairs
Brent Wren, University Marshall, and Associate Provost

RE: **December Commencement - Thursday, December 6, 2018, Von Braun Center Propst Arena**
10:00 A. M. College of Engineering and College of Science
2:30 P.M. Colleges of Arts, Humanities, and Social Sciences, Business, Education,
Nursing, and Professional and Continuing Studies

We would like to encourage all faculty and professional research staff to attend the **December 2018 Commencement Ceremonies on Thursday December 6, 2018, at 10:00 a.m. for the Colleges of Engineering and Science and 2:30 p.m. for the Colleges of Arts, Humanities, and Social Sciences, Business, Education, Nursing, and Professional and Continuing Studies in the Propst Arena Von Braun Center.** This is an important day in the life of our students since it celebrates their hard work and achievement of an academic milestone in their lives. Full participation by the university community greatly contributes to the special meaning of the commencement ceremony for the graduates, their family, and friends.

- All undergraduates and master's degree students will receive their diplomas and the DNP and Ph.D. students will be hooded as part of the ceremonies.
- Dr. Jan Davis will be the December 2018, Commencement Speaker for the 10:00 a.m. Ceremony.
- General Gustavo Perna will be the Commencement Speaker for the 2:30 p.m. Ceremony.
- We request all faculty **to attend the Thursday, December 6, 2018, ceremonies.** Please **let us know** of your plans to attend the commencement ceremonies **by returning the attached form to the Office of the Provost, SSB 303 by Monday, November 12, 2018, or you may email Peggy Bower at bowerp@email.uah.edu.** Your prompt reply will greatly assist us in planning the processional and seating arrangements. If your plans change subsequently, please let us know immediately in order that we may make the appropriate arrangements.
- There will be signage and staff to direct you on the day of the event.
- Parking for the faculty will be in the Von Braun Center Parking Lots. Please enter these parking facilities at the designated locations. Peggy Bower will have a parking pass for you in our office that you may pick up or request from her no later than November 12, 2018.

December 6, 2018



Office of the Provost

- The faculty and research staff assembly area will be in the **East Hall** of the Von Braun Center. This hall is located on the right side of the arena near the ticket offices. You may enter the building from the front entrance closest to the East Hall or from the South Hall Parking at the Skate Entrance directly across from the Embassy Suites Fountain. Staff will be present to direct you to East Hall.
- You are requested to be at the assembly area by **8:30 AM for the Colleges of Engineering and Science and at 1:00 PM for the Colleges of Arts, Humanities, and Social Sciences, Business, Education, Nursing, and Professional and Continuing Studies, on Thursday, December 6.** Please do your best to be in the assembly area promptly as the line up takes some time. Further instructions will be given in the assembly area on December 6.
- Please note that screenings will occur per the VBC's policies. They have metal detectors and may also physically search bags. I am including an attachment from the VBC with the instructions and restrictions. You should take this into consideration and allow extra time for arrival. The doors will open at 8:30 a.m. for the 10:00 a.m. ceremony and 1:00 p.m. for the 2:30 p.m. ceremony.
- The faculty marshals and staff will be present to help coordinate the processional. You will march in double file for the processional, and the marching order will be: Emeritus Faculty, Distinguished Professors, Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, and Research Staff, by rank and date of appointment, promotion or retirement. The recessional will be the same order, in double file from the middle isle. The faculty marshals and staff will lead the processional and assist you with seating.
- We advise you not to leave valuables in the assembly area; instead, please leave them at home or lock them in your car. We are not able to ensure the safety of items left in the robing area.
- As you know, correct academic protocol requires that a cap be worn throughout the ceremony, except that men will remove their caps during the invocation and benediction. Please follow Dr. Brent Wren's lead in removing and replacing caps.
- Faculty who need to rent or purchase regalia should check with the Bookstore immediately. Those who have placed an order should also check with the Bookstore to determine when the order will be available for pick-up (824-6604).
- If you have any questions, please call Peggy Bower at 824-6337 or email her at bowerp@email.uah.edu. We look forward to your attendance at this celebration.

Enclosures:

**COMMENCEMENT DECEMBER 2018
SCHEDULE OF EVENTS**

**Thursday, 6 December 2018 - 10:00 AM
Colleges of Engineering and Science**

Thursday, December 6 8:30 AM Assembly of Faculty, East Hall Von Braun Center

10:00 AM Commencement Ceremony, Propst Arena Von Braun Center

**COMMENCEMENT DECEMBER 2018
SCHEDULE OF EVENTS**

**Thursday, 6 December 2018 - 2:30 PM
Colleges of Arts, Humanities, and Social Sciences, Business, Education, Nursing, and Professional and Continuing Studies**

Thursday, December 6 1:00 PM Assembly of Faculty, East Hall Von Braun Center

2:30 PM Commencement Ceremony, Propst Arena Von Braun Center



December 6, 2018

Office of the Provost

PLEASE COMPLETE AND RETURN BY NOVEMBER 12, 2018 TO:

Peggy Bower
The Office of the Provost
Student Services Building Room 303
Or Email Peggy Bower at bowerp@email.uah.edu

_____ I will participate in the Thursday 10:00 A.M. academic ceremonies at Commencement (in Academic Regalia) for the Colleges of Engineering and Science.

NAME _____
(Please print or type)

CURRENT RANK/TITLE _____

ACADEMIC DEPARTMENT/RESEARCH CENTER _____

_____ I will participate in the Thursday 2:30 P.M. academic ceremonies at Commencement (in Academic Regalia) for the Colleges of Arts, Humanities, and Social Science, Business, Education, Nursing, and Professional and Continuing Studies.

NAME _____
(Please print or type)

CURRENT RANK/TITLE _____

ACADEMIC DEPARTMENT/RESEARCH CENTER _____