

FACULTY CHECKLIST & FAQ

JSG SPRING '19 COMMENCEMENT

Friday, May 24, 2019

(times may change slightly)

10:30-12:30pm

JSG Graduation Brunch, Holland Family Student Center

10:30-11:30am

Faculty Check-in, JGB

2:00-4:00pm

JSG Commencement Ceremony, W. C. Hogg Auditorium (HMA)

BEFORE GRADUATION DAY

Sign up to Participate in JSG Commencement Ceremony

All JSG Faculty are encouraged to attend the school's spring commencement ceremony. Faculty, supervisors, and co-supervisors of students participating in the ceremony are strongly encouraged to attend in support of your students.

The spring 2019 JSG Commencement includes students graduating Fall 2018, Spring 2019 & Summer 2019. Faculty/Supervisors have the responsibility of hooding master's and PhD candidates AND/OR cording undergraduate DGS Honors and Jackson Scholars. **If you are unable to attend please secure another faculty member to take your place & promptly notify [Nicole Evans](#).**

The [JSG Faculty Commencement RSVP](#) is open **March 15th – April 25th** Email [Nicole Evans](#) if you have questions or difficulties with the online survey.

Secure Regalia

Academic regalia is required for all Faculty/Supervisors participating in the ceremony. Faculty members who have taken their regalia home or to their office are responsible for bringing it to campus for the commencement ceremony.

Faculty/Supervisors that do NOT own or have access to regalia need to provide the following information in the RSVP form no later than **April 15th** : 1) height and 2) fitted hat size ([How-to video](#)). Once I receive your completed RSVP w/measurements I will provide a confirmation that a set is available or not.

Note: we have a *limited* inventory of regalia and therefore you should not expect a "perfect" fit nor a hood/robe in colors that match your school/degree, and yes the hat just fit that way.

We'll Be Seeing You

Between May 13-22nd commencement volunteers will be contacting faculty and supervisors participating in the May 24th ceremony to go over the important details for the day of the event. Most of which you will already know from having read this handout, the website, and forthcoming commencement-related emails. We'll drop by or give you a call just in case.

Needed: Name Readers

Due to the number of graduates and time constraints we need 2-4 name readers for this year's ceremony. If you are interested, email [Nicole Evans](#) asap.

❑ RSVP to Attend UT 136th Commencement Ceremony

The University requests, and requires, a minimum number of faculty/supervisors attend the University-wide Spring Commencement to represent the Jackson School on the evening of May 25, 2019. Jackson School graduates and their families will be in attendance as well.

Faculty/Supervisors available to represent the Jackson School of Geosciences on the University stage should email [Tony Wright](#) by **April 1, 2019**, preferably before.

Consult the [UT 136th Spring Commencement website](#) for more information.

ON GRADUATION DAY

Schedule of Events – May 24, 2019

Time	Activity	Location
10:30-12:30pm	JSG Graduation Brunch	Holland Family Student Center
10:30-11:30am	Participating faculty check-in	JGB, room TBA
12:15pm	Class Photo @JGB	
12:30pm	Depart JGB for TX Union Theatre, Leave <i>all</i> belongings at JGB	
1:00pm	Assemble at TX Union Theatre	
1:40pm	Faculty process into W. C. Hogg Auditorium (HMA)	
2:00-4:00pm	JSG Commencement Ceremony	Hogg Auditorium

Personal Items

- Do not bring any personal items to the JSG ceremony as there is nowhere to secure them during the ceremony.
- It is recommended that those participating in the ceremony carry cell phones and keys on a wristlet or in clothing with pockets.

AFTER THE CEREMONY

- ❑ Return to JGB and turn in regalia
- ❑ Gather up all personal items, throw away trash, etc. before leaving

Questions? Email Nicole.evans@jsg.utexas.edu