

FACULTY CHECKLIST & FAQ

JSG SPRING '18 COMMENCEMENT

Saturday, May 19, 2018

JSG Class of '18 Reception

Holland Family Student Center (JGB 2.102), 12:30 - 1:30pm

JSG Commencement Ceremony

[LBJ Library Auditorium](#), 3:00-5:00pm (faculty arrive 1:45 pm)

BEFORE GRADUATION DAY

RSVP for JSG Commencement

All JSG Faculty are welcome and encouraged to attend the spring commencement ceremony. Faculty and Supervisors of students participating in the ceremony are strongly encouraged to attend in support of your students.

The spring 2018 JSG Commencement ceremony includes students graduating fall 2017, spring & summer 2018. Faculty/Supervisors have the responsibility of hooding master's and PhD candidates OR cording undergraduate DGS Honors and Jackson Scholars. If you are unable to attend please secure another faculty member to take your place in the ceremony & notify the event planners.

The [JSG Faculty Commencement RSVP](#) is now **closed**. For those Faculty and Supervisors that did not complete the online RSVP, please email Nicole.evans@jsg.utexas.edu **no later than May 4, 2018**.

Secure Regalia

Academic Regalia is required for all Faculty and Supervisors participating in the ceremony. Most faculty members have regalia currently stored at the Jackson School. These will be taken to the faculty green room on the day of commencement and therefore no action is required on your part.

Faculty members who have taken their regalia home or to their office are responsible for bringing it to campus for the commencement ceremony.

Faculty and Supervisors that do NOT own or have access to regalia need to send the following information to Nicole.evans@jsg.utexas.edu no later than May 4, 2018: 1) height and 2) fitted hat size and we will provide a loaner set of regalia for you on the day of commencement. These will also be taken to the faculty green room the day of the event. Please note that we have a limited inventory to work with and therefore you should not expect a "perfect" fit or colors that match your school/degree.

We'll Be Seeing You

Between May 7-18th commencement planners will be contacting faculty and supervisors participating in the May 19th ceremony to go over all the highlights provided in this handout, the website, and distributed via email. Of course we know you read everything thoroughly but we'll be stopping by your office or giving you a call just in case.

Needed: Name Readers

Due to the number of graduates, new venue, and time constraints we'll be doing a few things differently than in previous years. One change involves reading each student's name and details as they cross the

stage. If you're interested in being a part of positive change let nicole.evans@jsg.utexas.edu know. I need four (4) total faculty to share the opportunity to serve as name reader.

Share Photos

Share your JSG memories with family and friends by sending us your favorite pictures. These photos will be part of a slideshow during the JSG Class of '18 Commencement reception. [Email photos here.](#)

RSVP to Attend UT 135th Commencement Ceremony

The University requests, and requires, a minimum number of faculty and supervisor representatives attend the University-wide Spring Commencement the evening of May 19, 2018. Jackson School graduates and their families will be in attendance as well.

Faculty and Supervisors available to represent the Jackson School of Geosciences on the University stage should email Nicole.evans@jsg.utexas.edu or Anthony.wright@jsg.utexas.edu as soon as possible, preferably by May 4, 2018.

Consult the event [website](#) for more information about pre-ceremony activities, parking, participant tickets and more.

ON GRADUATION DAY

Schedule of Events – May 19, 2018

Time	Activity	Location
12:30-1:30pm	JSG Class of '18 Reception	Holland Family Student Center
1:45pm	Check-in for ceremony <i>Only participating graduates, faculty and event staff are allowed in the check-in rooms.</i>	Wasserman Media Center SRH 3.B7 (see map on next page)
2:35pm	Group Photo – outside between LBJ Library & Sid Richardson Hall (SRH)	
3:00pm	Ceremony begins	LBJ Auditorium
5:00pm	Ceremony ends	
8:00pm	University Ceremony	UT Tower

Personal Items

- Faculty and Supervisors should avoid bringing personal items (purses, coats) to the ceremony if at all possible. Although volunteers can keep watch over belongings left in the faculty green room, we cannot guarantee 100% security in such a large facility.
- 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 faculty green room to return regalia
- Gather up all personal items, throw away trash, etc. before leaving

Questions? Email Nicole.evans@jsg.utexas.edu or Anthony.wright@jsg.utexas.edu