



COMMENCEMENT INSTRUCTIONAL BOOKLET

**Class of 2024
NEOMED Graduates**

For the most up-to-date information visit:
<https://www.neomed.edu/commencement/>

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**Essential Details for NEOMED Degree Candidates and
Guests for COMMENCEMENT EVENTS**

Please read this information CAREFULLY in preparation for commencement!

INTRODUCTION and CONGRATULATIONS!

Graduation from NEOMED represents a major accomplishment in your life and the lives of your families. We want your commencement to be a very special and memorable experience and ensure that degree candidates and their guests have the most satisfying, safe, and smooth commencement experience. Please read the information below so that you can be prepared for your commencement ceremony since there will NOT be a rehearsal for graduating students.

SCHEDULE:

Commencement Ceremony: Saturday, May 4, 2024

8:30 a.m.	Graduates Only may enter E.J. to begin check-in – Enter E.J. Thomas Hall on the East Buchtel Avenue side of the building up the exterior steps to the <u>second floor</u> Goodrich Lobby area.
9:00 am	Doors open for all guests
9:30 am	Graduates should be robed and begin line up
9:30 am	Musical selections begin
9:40 am	Graduates move from Goodrich to backstage for processional (led by Student Services Marshals)
10:00 am	Commencement begins. Processional led by the Grand Marshal
12:30 pm	Recessional (approximate time)
12:40 pm	Class Photos of Graduates (outdoors)
12:40 pm	Reception

LOCATION:

[E.J. Thomas Performing Arts Hall](#), The University of Akron, 198 Hill Street, Akron, Ohio 44325

DIRECTIONS:

E.J. Thomas Performing Arts Hall is located at 198 Hill St., at the intersection of Hill Street and East Buchtel Avenue, and between South Forge Street and University Avenue, on the west side of The University of Akron campus. **Graduates should enter via the exterior front steps to the second level into Goodrich Lobby for Check-In.** Family and guests should enter through the main facility doors beginning at 9am.

Please be aware that University of Akron Commencement Ceremonies are taking place in the J.A.R. Arena near Route 8. Traffic may be heavier due to these concurrent ceremonies. We suggest driving to E.J. Thomas Hall via downtown Akron on Main Street to University Avenue.

PARKING:

Free parking is available in the E.J. Thomas Hall parking deck and in nearby lots across the street. All UA parking lots are open for commencement. In addition to the E.J. Thomas Hall parking deck, parking is available in the Lot 26 deck on East Buchtel Avenue; Lot 45 at the corner of Lincoln Street and South Forge Street; Lot 34 near McDowell Law Center; and Lot 43 near the Buckingham Center.

Parking for guests with valid state handicap permits on their vehicles is available in the E.J. Thomas Hall deck. Wheelchair access to E.J. Thomas Hall is available through the E.J. Thomas Hall parking deck. Please visit the Office of Parking Services' website at www.uakron.edu/parking for directions, road construction updates and links to maps. Parking Services can also be reached at 330.972.7213 between 8 a.m. and 4:30 p.m. Monday-Friday.

CHECK IN:

All Graduates must check in at the CHECK IN TABLE inside the Goodrich Lobby. Graduates will receive their tassels, row assignments, approved honor cords, and final instructions and may be asked to provide an updated address to the Alumni Office.

STUDENT LINE-UP:

All graduates will be lined-up in alphabetical order and by college in the Goodrich Lobby. Please follow the guidance of Student Services staff to be sure you are lined up correctly. Degrees will be conferred in following order: College of Medicine, College of Pharmacy, and concluding with the College of Graduate Studies. This order is based on the founding of each college. Students earning dual degrees (doctorate and masters) will be instructed to cross the stage twice, with both colleges.

Students will be discouraged from leaving the auditorium once the ceremony begins. Therefore, we highly recommend visiting the restroom BEFORE the line-up.

REGALIA:

LINK to order your regalia: <https://www.neomed.edu/commencement/students/order-your-regalia/>

There is no extra fee for your regalia. This year, graduates will be keeping their regalia following the ceremony. All graduates must **ORDER your regalia online** at the Commencement website by **FEBRUARY 21, 2024**. Pick up your regalia from the NEOMED Nook Bookstore.

- Graduates who placed their order by Feb. 21 can begin picking up their regalia **beginning April 1**.
- Orders placed after Feb. 21 will be notified when regalia is ready for pick-up.
- Please plan to have regalia picked up **by May 1**.
- The Pod store hours of operation: Monday - Friday, 8 AM - 5 PM

**** Please contact Christine Kovacich at ckovacich@neomed.edu or 330.325.6551 with any regalia questions or if you plan to have someone else pick up your regalia for you.**

Proper graduation regalia is required for all degree candidates participating in commencement ceremonies. Tams, gowns, tassels and hoods must be ordered via the regalia order form link and should be pressed and prepared by each graduate. Bring your GOWN and TAM to the ceremony. Masters degree students should wear their master's hood. Doctoral students will be hooded on stage during the ceremony.

CORDS (if applicable) will be provided at Check-In. Only NEOMED-sanctioned cords can be worn at Commencement. These sanctioned cords include AOA, Humanism Honor Society, Rho Chi, and Phi Lambda Sigma. No other items/articles may be added to the tam or gown other than these sanctioned honor cords.

ATTIRE: Regarding attire, recommended dress is PROFESSIONAL BUSINESS attire. Please wear appropriate shoes as you will need to navigate stage steps...no flip-flops or tennis shoes please.

ITEMS OF VALUE: Graduates are not permitted to carry anything onto the stage with them including children, pets, signs, purses, or bags. Please leave personal items in your locked vehicle or with family/guests.

HOODING: Honorary Faculty Hooders for Medicine and Pharmacy are selected by graduating students from the NEOMED faculty during the Awards Selection Process coordinated by each college dean's office. Doctoral hoods for College of Graduate Studies students are applied by the students' individual doctoral advisors. Masters hoods should be worn by Graduate Studies students receiving the Masters degrees and will be available at check-in.

GUESTS & TICKETS: No tickets are required for guests, but because of General Seating, selection of seats is first-come, first-served. Seating will be available in all balconies. Please be respectful and avoid saving large groups of seats for late arrivals, as guests will be asked to release saved seats 15 minutes before the processional. If there are any changes to this procedure due to changes in safety measures due to the Pandemic, the Commencement Team will email all affected graduates with revised safety procedures.

ACCOMMODATIONS FOR GUESTS WITH DISABILITIES: All seating is on a first-come, first-served basis. Guests with special needs should arrive early to be sure that their needs can be accommodated. Wheelchair access rows are available in Row O. Please park in the E.J. Thomas Hall parking deck if you require wheelchair access to E.J. Thomas Hall. Because

wheelchair seating is limited, accompanying family members will be seated in nearby rows as space allows. For guests with hearing impairment, a special sound system is available at the Main Lobby Information Counter, and a sign language interpreter will sign the ceremony. Guests requiring these services should see an usher for assistance.

RECEPTION: A light reception will be provided immediately following the ceremony in the E.J. Thomas Robertson and Goodrich Lobbies for all graduates and guests in attendance.

PHOTOGRAPHY: Professional photographers will take photos during the ceremony and a link will be emailed after graduation for students to download free photographs. All guests should remain seated until the program is over and therefore should not move to the stage area or in the vicinity of the graduates during the ceremony so that we can move the candidates in and out of seating for the diploma/hooding presentation.

- **PRESENTATION OF HOODS:** Students will be photographed during the presentation of the hood.
- **PRESENTATION OF DIPLOMAS:** Each student will be photographed as he/she receives the diploma.
- **COLLEGE COHORT PHOTOGRAPHS:** Immediately following the ceremony, ALL graduates must recess in line directly to the EJ Thomas Hall steps outdoors (or indoors in case of rain). Families and friends will be asked to remain INDOORS until all graduates have left the auditorium and taken their College Cohort photos.

COMMENCEMENT LIVESTREAM

A livestream viewing option will be available on the **NEOMED Facebook page**.

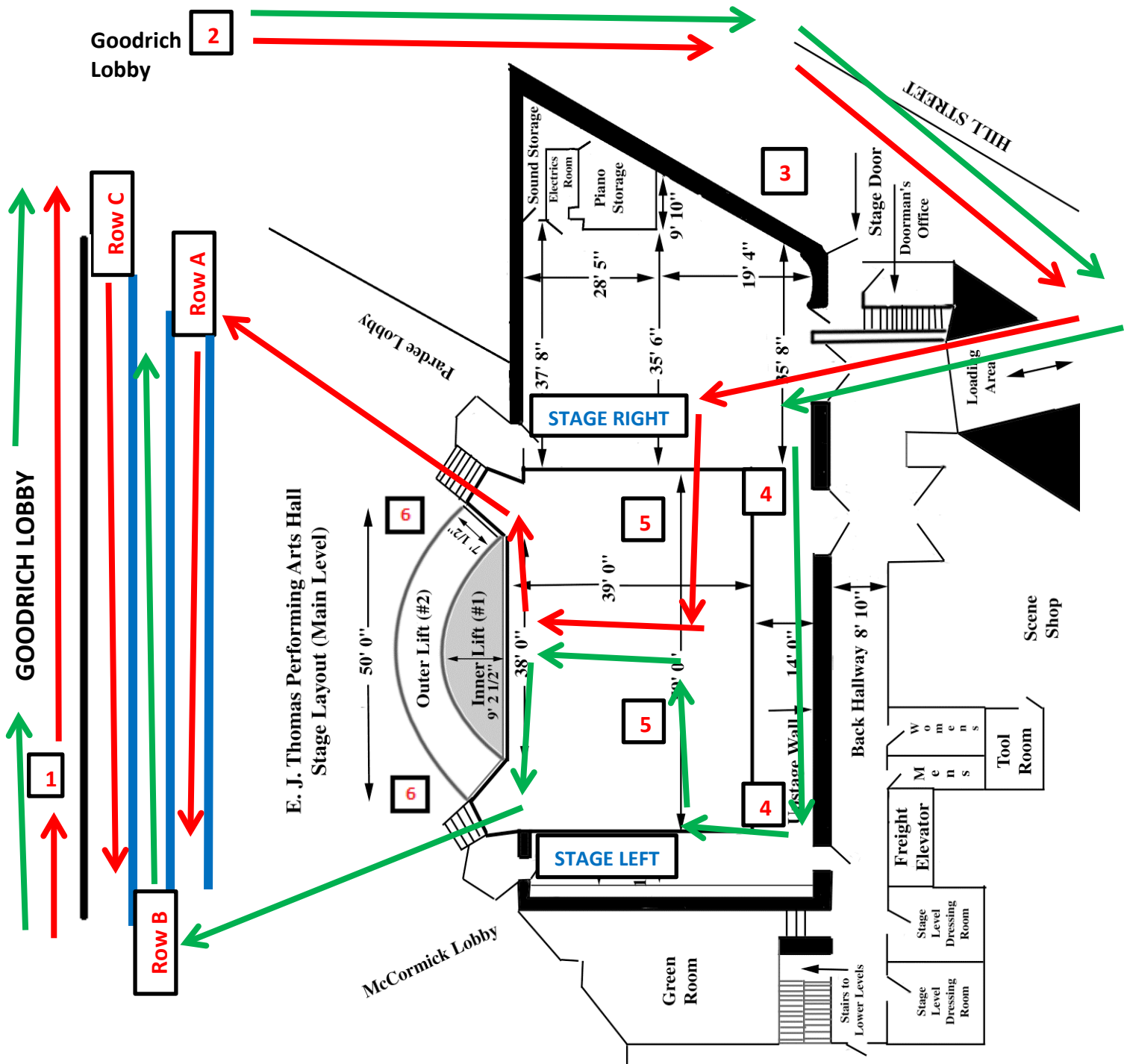
VIDEO RECORDING – Free MP4 Download of the Ceremony

A professional quality recording of your graduation from NEOMED will be available 1-2 weeks after the ceremony. The recording includes the entire ceremony, from processional to recessional. If you would like to download a free MP4 copy, the link will be provided via email after the ceremony. Video camcorders and similar equipment will be permitted, but no special provisions will be provided, and cameras may not be set up in the aisles.

See Next Page for additional instructions...

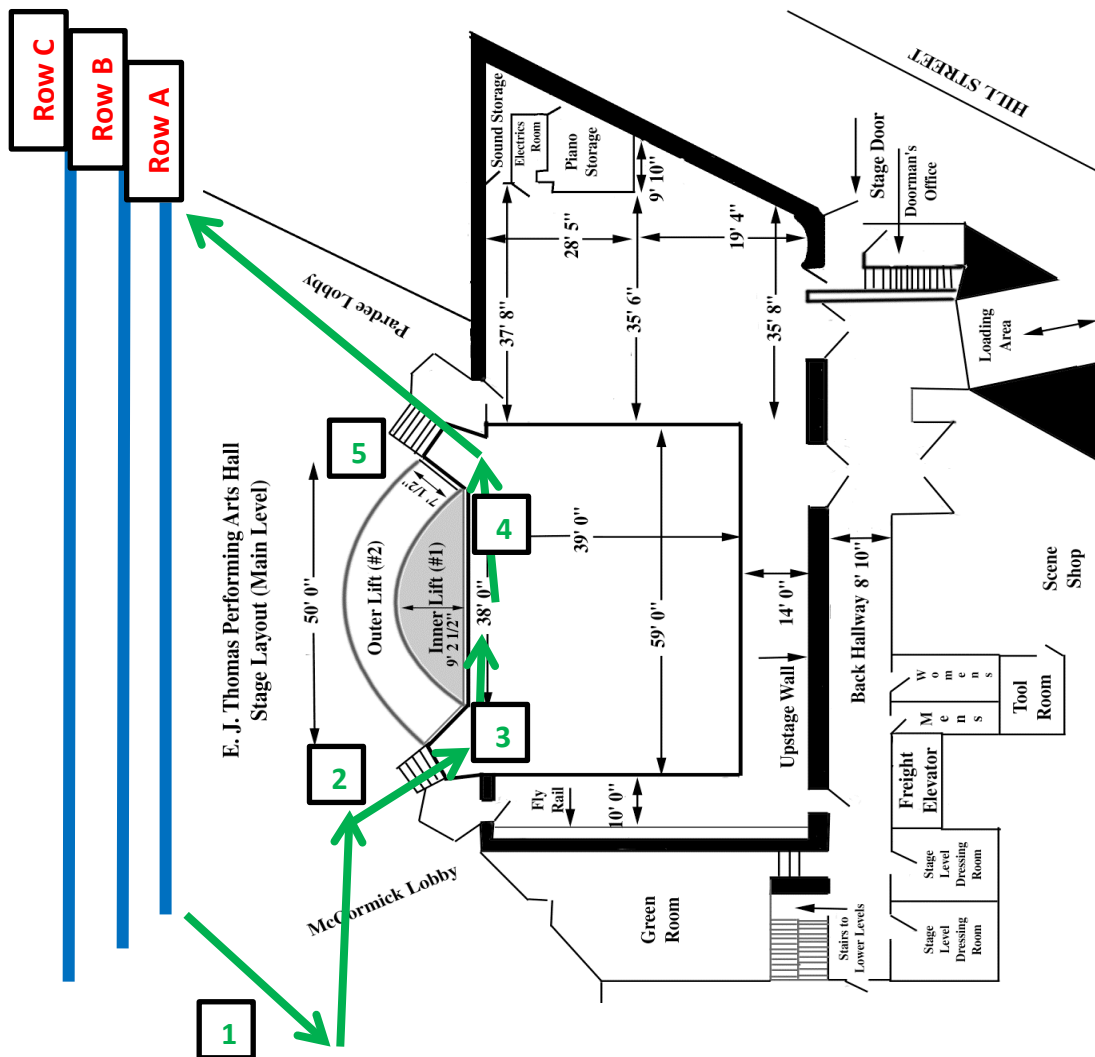
PROCESSIONAL DIRECTIONS:

1. Check in and line up in the Goodrich Lobby.
2. The Student Services Marshals will lead TWO lines of students to the STAGE from Goodrich Lobby.
3. The line of Graduates will move from the Goodrich Lobby to the backstage area.
4. The Grand Marshal will lead the student lines onto Stage as shown in the diagram below.
5. **(Follow the red line and green line in the diagram)** Students will process in 2 lines from opposite sides of the stage and proceed down both the right and left stage steps into their seats in the first rows of the hall.
6. At the bottom of the stage steps, you will be given a program and directed to your row (Fill Row as instructed).
7. Move all the way down your row to the furthest seat (do not sit in seats marked "RESERVED"). Do not leave any seats empty. Follow the Student Services Marshal's instructions. Remain standing until you are given the cue from Grand Marshal to sit. Please applaud for the faculty processional and the stage party processional.
8. Please stand in front of ONE seat. Avoid leaving any vacant seats as the seating has been carefully parceled.
9. When faculty and stage party members enter the stage area, graduates should clap and continue to clap until President Langell appears at his seat.
10. Listen for instructions from the Grand Marshal regarding when to sit down.



HOODING/DIPLOMA DIRECTIONS:

1. GREEN ARROWS: One row at a time will be asked to stand by the Student Services Marshals and led into the McCormick Lobby (STATION 1) to confirm correct order and line up (all others remain seated) and reenter the Auditorium (STATION 2)
2. Take the Stage Left steps onto stage, stand on the "feet" near the flag until your name is announced (STATION 3)
3. When your name is called, walk past the Name Reader podium to the "hooding feet" on the floor, receive your HOOD from the Hooders. FACE FRONT as the hooders place the hood over your head. Please limit hugs and handshakes here.
4. Students will be hooded by two Faculty Hooder from your college selected by you and your classmates.
5. Then walk just past stage center to receive your DIPLOMA (STATION 4) from President John Langell and your Dean. Take the diploma for a photo and President Langell and your Dean will shake your hand.
6. Exit the stage via the steps on STAGE RIGHT (STATION 5) and return to your original ROW and your SEAT
7. Masters degree recipients will not receive a hood on stage. As per commencement protocol, they will wear their hoods for the entirety of the ceremony and receive only their DIPLOMA at the STATION 3.
8. NOTE: Graduates on the Oath Committees and Military Graduates will return to different seats (reserved in the front rows) to easily return to stage to read the oath or be led backstage to get ready for the military ceremony. **Oath and Military students are asked to attend the administrative rehearsal on Friday at 3 pm at E.J.**



RECESSIONAL (not pictured in the diagram)

1. To recess, all Graduates will be led out by your Line Marshall into the McCormick Lobby and then outside of E.J. to the outdoor steps for COLLEGE GROUP PHOTOS. In case of rain, group photos may be cancelled.
2. College Cohort Photos will include the entire class for each College. Please remain for photos until you are OFFICIALLY DISMISSED.
3. After required photos you may join your guests at the reception in the E.J. Thomas Hall lobby areas.

Map to E.J. Thomas Performing Arts Hall



Directions to E.J. Thomas Performing Arts Hall

From the North (Cuyahoga Falls, Cleveland): Route 8 South. Exit Buchtel Avenue / Carroll Street. At the end of the ramp, turn right on Buchtel Avenue. Follow Buchtel Avenue until it dead-ends into E.J. Thomas Hall. Parking is available in the parking deck or any staffed lot.

From the South (Canton): I-77 North straight to Route 8 North. Exit Buchtel Avenue / Carroll Street. Turn left at the second light, which is Buchtel Avenue. Follow Buchtel Avenue until it dead-ends into E. J. Thomas Hall. Parking is available in the parking deck or in any lot manned by an attendant.

From the East: (Youngstown): I-76 West to Route 8 North. Exit Buchtel Avenue / Carroll Street. Turn left at the second light, which is Buchtel Avenue. Follow Buchtel Avenue until it dead-ends into E. J. Thomas Hall. Parking is available in the parking deck or in any lot manned by an attendant.

From the West: (Montrose, Summit Mall, Medina, and Cleveland): I-77 South / I-76 East. Exit Wolf Ledges. Follow for 1/2 Mile, Turn left on to Wolf Ledges. Wolf Ledges goes underneath a bridge. Take the first street on your left, which is Wolf Ledges Parkway. At the second traffic light turn right on University Avenue and then left on Hill Street. Parking is available in the parking deck on your left or in any lot manned by an attendant.

ADDITIONAL COMMENCEMENT EVENTS:

Class of 2024 Commencement Ball

Friday, April 26, 2024

7 - 11 pm

Akron Art Museum

One South High Street, Akron, OH 44308

REGISTRATION REQUIRED: Comped Tix for Grads; Guest Tix for purchase in CampusGroups

College of Pharmacy Dean's Commencement Reception

Friday, May 3, 2024

5 – 7pm

NEW Center Ballroom, NEOMED

College of Medicine Awards Ceremony

TBD, 2024

TBD pm

NEW Center Ballroom, NEOMED

Commencement Rehearsal

Only for the following students:

Military Graduates

Oath Committee Members

College Gonfalonion Bearers and COP Bowl Bearer

Friday, May 3, 2024

3:00 pm

E.J. Thomas Performing Arts Hall

198 Hill Street, Akron, Ohio

Be sure to RSVP for these events when requested.