TO THE MEMBERS OF THE CLASS OF 2015

On May 8 we will celebrate the 2015 Commencement Convocation on the campus of Trevecca Nazarene University. It is anticipated that you will be participating in this year’s activities as either an associate, baccalaureate, master’s, or doctoral degree candidate. Congratulations on this achievement! Please read the instructions below prior to the Baccalaureate Worship Service and Commencement Convocation.

The Baccalaureate Worship Service for graduates of all programs will be held on the Trevecca campus in the University Convocation Center on Friday, May 8, at 7:30 PM. Graduates are to begin assembling for the line of march at 7:00 PM. The Commencement Convocation will be on Saturday, May 9, at 9:00 AM on the Trevecca campus in the quad adjacent to McClurkan Hall. Graduates should begin assembling at 8:20 AM. Please see the “Instructions for Graduates” section for details.

In case of rain on May 9, Commencement Convocations will be held at 9:00 AM in the venues outlined in the “Inclement Weather Plan” section of this handbook. An announcement will be posted on Trevecca’s website (www.trevecca.edu) and social media on the morning of May 9 if we need to revert to this rain plan. We will attempt to get the message out as early as possible on Saturday morning.

Academic regalia will be worn at both the Baccalaureate Worship Service and the Commencement Convocation. Master’s and doctoral degree candidates will wear their hoods during the march and ceremony. Graduates are requested not to wear anything on the outside of their academic regalia such as a corsage, sticker, or button. It is suggested that men wear shirt and tie and dark pants and that women wear a dark dress under the gown.

A section for seating guests with wheelchairs will be reserved on Saturday morning; however, in order to accommodate each person with a wheelchair, this area will be limited to that person and one other person to assist. Handicapped parking is available, but limited. Consequently, those who desire handicapped parking should arrive early enough to be directed to a parking space.

If you have any questions, please feel free to contact my office. If not, I will see you on Friday evening, May 8, at 7:00 PM at the Convocation Center.

Dr. Stephen M. Pusey
University Provost
**Friday, May 1**
6:00 PM  Physician Assistant Hooding Ceremony – Benson Auditorium

**Thursday, May 7**
6:30 PM  Grad Counseling Commissioning Service – Trevecca Community Church

**Friday, May 8**
2:00 PM  Doctor of Education Hooding Ceremony – Benson Auditorium
5:00 PM  Nursing Pinning Ceremony – Woodmont Baptist Church
5:00 PM  Phi Delta Lambda Honors Reception – Library Rotunda (by invitation only)
7:00 PM  Graduates and faculty assemble to form line of march at the Boone Business Building
7:30 PM  Baccalaureate Worship Service* – University Convocation Center (Boone Business Building)
          Graduates of all programs are encouraged to attend

**Saturday, May 9**
8:20 AM  Graduates and faculty assemble to form line of march in designated outside areas or, in case of rain, in designated areas in the assigned venue
9:00 AM  Commencement – Outside in the quad adjacent to McClurkan Hall*
11:30 AM  Alumni Reception for graduates and their families – Hardy Alumni Center

Commencement will be streamed live at the following URL: http://streaming.trevecca.edu. For best results, use Internet Explorer as your browser. You can view from most computers or mobile devices.

On May 9, click on the URL to go to Trevecca Live where the live feed will be visible in the box on the left. After the ceremony has ended the broadcast can be accessed by selecting the “On Demand” tab on the right of the screen.
Baccalaureate Worship Service

May 8, 7:30 PM
Convocation Center
Boone Business Building

- The Baccalaureate ceremony is a service of worship in celebration of and thanksgiving for each graduates’ dedication to learning and wisdom. Degree candidates from all programs (associate, baccalaureate, masters, and doctoral) are invited and encouraged to participate, along with family members and friends.

- Graduates should wear their academic regalia and begin assembling for the line of march at 7:00 PM in the classroom hallway in the Boone Business Building. There is no order of march; however, graduates will form two equal lines behind the student marshals, facing the front of the building.

- The line of march will begin at 7:25 PM. Those at the end of the line should shift, if necessary, in order to make certain that the lines are equal in length. Graduates remain in their line because each row will enter the Convocation Center through a different classroom.

- For seating graduates in the Convocation Center, marshals will count the number of students in each row.

- After marching in for the service, graduates should remain standing as a group. They will be seated with the congregation at the end of the prayer.

- After the benediction, graduates exit immediately after the platform participants and faculty. They will be directed by the student marshals standing at each row, beginning with those at the front. Faculty and graduates will remain in line and will encircle the audience around the exterior walls of the Convocation Center. Once graduates are in place, they will turn and face the congregation. At the conclusion of the recessional, audience and recessional participants will be dismissed.

- All men will remove caps during the call to worship, and leave them off until the recessional. Women will keep their caps on throughout the service.

- Graduates should wear tassels on the right side of the cap.
• Associate and baccalaureate degree candidates should assemble at 8:20 AM on Saturday and line up on the sidewalk parallel to the front of Adams Administration Building, with the front of the line facing Jernigan Student Center. Graduate degree candidates should line up on the sidewalks in front of the Bud Robinson Building (Center for Leadership, Calling, and Service). Associate degree students will be at the front of the right side line of undergraduates, followed by traditional students, and then degree-completion students. The degree-completion lines will begin near the flagpole and end at the steps of the Martin building. There is no order to the line once graduates are in their group.

• University administrators and faculty will check to see that graduates are lined up properly and that each graduate has a card with his/her name printed on it. These color-coded cards have been distributed with this handbook and academic regalia. It is important that the card be completed on the back and brought to the commencement program and held onto. It will be used to call the graduate’s name at the time of awarding of the degree.

• The march will begin at 8:50 AM The line will proceed to the front of Jernigan Student Center and then to Hart Street. Faculty will first march through the line of undergraduates.

• After marching in, remain standing as a group until after the invocation.

• All men leave caps on except during the invocation and the benediction.

• After the benediction, graduates exit immediately after the faculty. Student marshals will direct each row, beginning with those at the front.

• Graduates should wear tassels on the right side of cap until after diplomas have been awarded.

• Do not wear anything on the outside of the academic regalia, such as a corsage, sticker, button, etc.

• The University has arranged for GradImages® to snap a photo of each graduate crossing the stage at the Commencement Convocation Your proofs will be available after the ceremony. To view your proofs online, please visit www.gradimages.com. Pictures may be ordered online, by phone, or by mail.

• The University has also arranged for a DVD to be made of the commencement convocation. DVDs can be ordered online at www.gradmemory.com. Please see the back cover of this handbook for more information.

• A reception for graduates and their families will immediately follow the Commencement Convocation in the Hardy
In the awarding of degrees, the following procedure will be followed:

1. The University Provost asks the candidates to stand. Everyone stands together and remains standing until the President and University Provost finish their comments.

2. The Provost will read a brief statement to the President who will respond and confer the degrees.

3. The first two rows of associate and baccalaureate degree candidates will remain standing and proceed to the platform, led by a student marshal. Everyone else is seated. As each row comes to the aisle, the marshal will ask the next row to stand as a group and move to the aisle and proceed to the platform. Degrees will be awarded by section. After the associate and baccalaureate degree graduates have gone to the platform, the marshals will return to row one of the master's degree students and direct the master's degree candidates to the platform. Doctoral degrees will be awarded last.

4. As the candidate approaches the top of the ramp leading to the stage, he/she will give the completed name card from the packet to Dr. Lena Welch, Dean of the School of Arts and Sciences, standing at the podium, who will read the student’s name. If a graduate is concerned about the pronunciation of his/her name at the Commencement, please contact Dr. Lena Welch (248-1393).

5. Each graduate will wait at the top of the ramp until his/her name and honors have been read, and then walk across the stage and receive their diploma folder. Please pause for a moment to receive a diploma folder from the President and have a picture taken. The Chairman of the Board of Trustees will also give congratulations.

6. Graduates will descend by the opposite ramp, have a photo taken, and be seated in their original place. Remain standing until the complete row of graduates has returned and then be seated together.

7. May graduates who have fulfilled all requirements for graduation and are clear with the University (including finances) should see Academic Records personnel on the Jernigan porch (or designated area in the event of rain) to receive their diploma immediately after graduation.

8. The Provost will invite parents and family to stand as each graduate name is called and they receive their diploma. You may wish to alert them.
Final decision about implementation of the rain plan
A decision about the location of ceremonies will be made as soon as possible prior to the time; however, it may not be made until 6:00 AM of commencement morning. An announcement will be posted on Trevecca’s website (www.trevecca.edu) on the morning of May 9 if the rain plan is to be implemented. In addition, up-to-date information will be made available via the official university Facebook and Twitter pages at facebook.com/TreveccaNazarene and @Trevecca.

Locations of indoor ceremonies
Commencement convocations will be held at 9:00 AM for the following groups in the stated locations:

• Graduate Education, MLIS, EdD (Education), and MOL—Trevecca Community Church Gymnasium
• MHR, CIT, HIT, Graduate Management, and Graduate IT—Convocation Center, Boone Business Building
• Traditional Undergraduate, Graduate Religion, and Christian Ministry—Moore Gymnasium
• Physician Assistant, Graduate Counseling, and PhD (Counseling)—Trevecca Community Church Sanctuary

Line-up plans
Graduates will line up in the following locations:

• Hallway adjacent to gymnasium in the church for gymnasium ceremony
• Classroom hallways in Boone Business Building
• Lower level hallway in Moore
• Hallway adjacent to sanctuary (alongside church offices) in the church for sanctuary ceremony

Parking
If the inclement-weather plan is used, it will be best for graduates and guests to park in those lots that are closest to the indoor ceremony they will attend.

• All programs with the exception of Traditional Undergraduate, Graduate Religion, and Christian Ministry—Enter the campus via the main entrance or the service entrance and park in the church parking lot, the North Drive A/C lot, or the Benson parking lot (in front of Benson Hall).
• Traditional Undergraduate, Graduate Religion, and Christian Ministry – Enter the campus via Nance Lane off Murfreesboro Road and personnel will direct you to parking lots within a short distance of Moore Gymnasium.
• Handicapped parking—Some spaces will be available in the lots designated, but these spaces always fill up early.
• Other available parking—Behind residence halls (Wise, Tennessee, Georgia) and along Nance Lane.

Live Streaming
Commencement will be streamed live on campus in Benson Auditorium (McClurkan Hall) and Wakefield Auditorium. You can also view the feed live online at streaming.trevecca.edu.
2015 COMMENCEMENT RAIN PLAN LOCATIONS

MOORE GYMNASIUM
- TRADITIONAL UNDERGRADUATE
- GRADUATE RELIGION
- CHRISTIAN MINISTRY

CONVOCACTION CENTER, BOONE BUSINESS BUILDING
- NHR
- CIT
- HIT
- GRADUATE MANAGEMENT
- GRADUATE IT

TREVECCA COMMUNITY CHURCH SANCTUARY
- PHYSICIAN ASSISTANT
- GRADUATE COUNSELING
- PhD (COUNSELING)

TREVECCA COMMUNITY CHURCH GYMNASIUM
- GRADUATE EDUCATION
- MSIS
- EdD (EDUCATION)
- MOL

GradMemory
Personalized Graduation Video DVD

This memory is too precious to lose
Capture your Trevecca Nazarene University graduation on DVD

Complete & professional video production of your commencement ceremonies on a personalized DVD with your picture and name

How do I get my personalized DVD?
Go to: www.gradmemory.com
Personalize your DVD
Pay online with your credit card
$34.99 plus shipping

Like us on Facebook, and enter into a drawing to win a free DVD

Questions or concerns?
e-mail support@gradmemory.com