

# Event Flow

## UCSF Graduate Division Commencement

Friday, May 20, 2022, 11:00 a.m.

Herbst Theatre, San Francisco

### 0. Pre-Processional

- Students arrive by 10 a.m. to backstage area, north (right) side of theater
- Faculty arrive at 10 a.m. to backstage area, south (left) side of theater
- VIPs arrive by 10:30 a.m. to backstage area, south (left) side of theater
- All will be given processional cards and will line up in order.

### I. Processional

Musicians will begin playing “Pomp and Circumstance” and the processional will begin.  
Processional order:

1. Faculty Marshal, Dr. Dyche Mullins
2. Members of Graduate Faculty / Hooding Faculty
3. Degree Candidates (Master’s then PhD degrees)
4. Dean Blake followed by the VIPs

The Marshal leads the processional, which enters the theater through the set of doors on the left (stage right), and then proceeds down the left of the center aisle.

#### Marshal and Hooding Faculty

- Continue down the left of center aisle and proceed up the stairs to the stage.
- Turn right and walk onto the stage.
- Proceed to the larger group of seats furthest from the podium, i.e. on the opposite side of the stage
- File in and stand in front of their seats, starting with the first row
- Remain standing.
- Names will be on the chairs.

#### Degree Candidates (Master’s then PhD)

- After the first section of seats, turn right and cross the theater
- When the aisle ends, turn left down the right of center aisle towards the stage
- File in to the first row of the center section and remain standing, facing the audience.
- “Start a new row” will be written on top of the reader cards for graduates who should start a new row.

*Order of candidates for Master’s:*

- Master of Advanced Study (22)
- Master of Science
  - Biomedical Imaging (6)

- Global Health Sciences (9)
- MS-HAIL (19)
- Oral and Craniofacial Sciences (1)
- Translational Medicine MTM (31)

*Order of Candidates for PhDs:*

- Biochemistry and Molecular Biology (5)
- Bioengineering (7)
- Biological and Medical Informatics (1)
- Biomedical Sciences (5)
- Biophysics (3)
- Cell Biology (1)
- Chemistry and Chemical Biology (2)
- Developmental and Stem Cell Biology (1)
- Epidemiology & Translational Science (6)
- Global Health Sciences (1)
- History of Health Sciences (2)
- Medical Anthropology (1)
- Neuroscience (4)
- Oral and Craniofacial Sciences (2)
- Pharmaceutical Sciences and Pharmacogenomics (4)
- Rehabilitation Science (1)
- Sociology (1)

**Dean Blake and the VIP Processional**

- Continue down the left of center aisle and proceed up the stairs to the stage.
- Turn right and walk onto the stage.
- Proceed to closest block of seats. In the front row, Dean Blake takes the seat closest to podium in the front row followed by keynote speaker Tejal Desai, the Faculty Mentor Award winner Mercedes Paredes, Chancellor Hawgood, and EVCP Lowenstein.
- Dean Reddy enters the second row followed by Dean King, Dean Kearney, Carla Washington, D'Anne Duncan and Liz Silva (closest to the podium). Names will be on the chairs.

**Everyone remains standing until prompted to be seated.**

**II. Welcome from Graduate Dean**

**III. Presentation of Outstanding Faculty Mentor Award**

**IV. Commencement Address**

## V. Conferring of Degrees

Dean Blake asks Chancellor Hawgood to come to the podium to confer Master's degrees on behalf of the Regents.

### Hooding and Awarding of MAS and MS Degrees

- Candidates follow instructions and queue up, taking the short flight of stairs, stage right, up to the podium.
- Candidate will hand their reader card to the announcer at the podium to be introduced
- Wait until their name is announced
- Proceed to the hooder on the stage and present their *unbuttoned* hood, which should be **folded over their left arm.**
- Turn around to face the audience and receive hood. (Grad Images takes a photo of the hooding from the stage.)
- Receive congratulations and extend their hand if they wish to shake hands with the individuals in the receiving line
- Proceed across the stage and enter the wing on the right side of the stage (stage left)
- Back stage — grads receive a diploma cover and pause for another photograph
- Return to seat in the auditorium via the exterior hallway and re-enter auditorium from the back (ushers will be available to guide graduates back to their seats)

### Order of candidates:

- **Master of Advanced Study (22)**
- **Master of Science**
  - Biomedical Imaging (6)
  - Global Health Sciences (9)
  - MSHAIL (19)
  - Oral and Craniofacial Sciences (1)
  - Translational Medicine MTM (31)

## VII. Conferring of the Doctor of Philosophy Degrees

Dean Blake asks Chancellor Hawgood to come to the podium to confer PhD degrees on behalf of the Regents.

### Hooding and Awarding of Doctor of Philosophy Degrees

#### Candidates

- Candidates follow instructions and queue up, taking the short flight of stairs, stage right, up to the podium.
- Candidates will hand their reader card to the announcer at the podium to be introduced
- Wait until their name is announced
- Proceed to the hooder on the stage and present their *unbuttoned* hood, which should be **folded over their left arm.**
- Turn around to face the audience and receive hood. (Grad Images takes a photo of the hooding from the stage.)
- Receive congratulations and extend their hand if they wish to shake hands with the individuals in the receiving line
- Proceed across the stage and enter the wing on the right side of the stage (stage left)

- Back stage — grads receive a diploma cover and pause for another photograph
- Return to seat in the auditorium (ushers will be available to guide graduates back to their seats)

### **Hooders**

- Hooders will be asked to stand up by program and come up to the area behind the podium
- Hooders should remain in the same order in which they processed
- When their graduate is called, the hooder will step forward to receive folded hood from graduate  
(A stepping stool will be placed near the podium for faculty who wish to use it.)
- Unfold hood
- Wait for graduate to turn to face audience, and place hood over graduate's head
- Congratulate graduate and return to their seats
  - Graduate will initiate the handshake. Hooder will take the graduate's lead and mirror what the graduate does, whether it is a bow or simply a smile.
- If hooding more than one student, the hooder will remain standing until their last graduate has been hooded.

### **Order of Candidates for PhD**

- Biochemistry and Molecular Biology (5)
- Bioengineering (7)
- Biomedical Sciences (5)
- Biophysics (3)
- Cell Biology (1)
- Chemistry and Chemical Biology (2)
- Developmental and Stem Cell Biology (1)
- Epidemiology & Translational Science (6)
- Global Health Sciences (1)
- History of Health Sciences (2)
- Medical Anthropology (1)
- Neuroscience (4)
- Oral and Craniofacial Sciences (2)
- Pharmaceutical Sciences and Pharmacogenomics (4)
- Rehabilitation Science (1)
- Sociology (1)

**Dean Blake** will make brief closing remarks.

## **VIII. Recessional**

Musicians will begin playing and the recessional will begin. Dean Blake leads the recessional in the following order:

1. Dean Blake, followed by VIPs/Distinguished Guests
2. Marshal Dyché Mullins will direct all faculty on stage to follow the VIPs
3. All Master's graduates
4. All PhD graduates

## **Members of the VIP Recessional**

- **First Row:** Turn right and exit the stage in the following order
  1. Dean Blake
  2. Commencement Speaker Tejal Desai
  3. Faculty Mentor Award Winner Mercedes Paredes
  4. Chancellor Sam Hawgood
  5. EVCP Dan Lowenstein
- **Second Row:** File out and follow Dan Lowenstein off stage
  1. Liz Silva
  2. D'Anne Duncan
  3. Carla Washington
  4. SOP: Thomas Kearney
  5. SOM: Talmadge King
  6. SOD: Michael Reddy
- All continue down the stairs
- Continue up the aisle towards the lobby
- Follow instructions back to the faculty lounge OR continue past the theater lobby towards the Veterans Building lobby.

## **Members of the Graduate Faculty / Hooding Faculty**

- File out row by row, starting with the first row
- Follow the members of the VIP recessional

## **Degree Candidates (All Master's)**

- Starting with the front row, turn left and walk to the aisle.
- Turn left and follow the members of the non-hooding faculty.
- Continue past the theater lobby towards the Veterans Building lobby.

## **Degree Candidates (PhD)**

- Turn left and follow the Master's candidates.

## **On location contacts:**

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