COMMENCEMENT 2018
University of Southern California, Marshall School of Business

WHEN AND WHERE

The main University Commencement Ceremony will be held at 8:30AM on Friday, May 11th in Alumni Park. Guests should plan on arriving to campus by 7:00AM to secure parking. Marshall students should assemble at Von Kleinmsid Center (VKC) along Trousdale Pkwy by 8:00AM for the 8:30AM processional. Marshall students will be seated on the northwest side of Alumni Park; therefore, guests may wish to sit near that area. Tickets are not needed for the main ceremony.

Immediately following the main ceremony, Marshall graduates should check-in and assemble for the Marshall Undergraduate Commencement Ceremony at the Galen Center. Graduates will line up and enter via the designated graduate entrance. Guest seating will be offered on a first come, first served basis; tickets are not required for guests. The doors for guest seating will open at 10:15AM, and all guests should be seated by 10:50AM.

REGISTRATION

Students planning to participate in the Marshall Commencement Ceremony at the Galen Center must register their eligibility to attend by completing the 2018 Marshall Destinations Survey that will be sent to your USC email account in March.

Those who graduated in December 2017 or have an anticipated graduation date of May 2018 or August 2018 are invited to participate in commencement. Students who will not be graduating until December 2018 are welcome to walk, though their names will not appear in the Commencement Program until May 2019 and they will not be eligible to wear honor cords or sashes.

You can verify your commencement date by logging into OASIS and checking your STARS report. If your expected graduation date is incorrect, please update it by clicking on the “Other Services” tab in OASIS and clicking on the “Update Expected Graduation Term” option.

HONORS

To be eligible for university honors at commencement, a minimum overall grade point average of 3.5 for cum laude, 3.7 for magna cum laude and 3.9 for summa cum laude is required at the completion of the Fall 2017 semester. University honors is determined by either the USC GPA or the combined USC and transfer GPA, whichever is lower. USC GPAs are calculated to the third decimal place, but are never rounded up or down. University honors are noted on academic transcripts and diplomas once all coursework is completed. Students will be notified, at the end of April, via email when Honor Cords are available for pick-up.

To be eligible for departmental honors, students must have a Marshall GPA of 3.5 or higher and have completed BUAD 493 and BUAD 494. Students with Marshall Honors will be awarded a sash and will also be notified via email when they are available for pick up.

ANNOUNCEMENTS

Graduation announcements can be ordered in person at the Bookstore or on the Herff Jones website: http://colleges.herffjones.com/college/usc

CAPS & GOWNS

Ordering, measurement, and distribution of caps and gowns will take place at the University Bookstore, 3rd floor, beginning Monday, April 30th through Friday, May 11th. The rental fee is approximately $60. Caps and gowns must be returned immediately following the ceremony. Return bins are located throughout campus.

PICTURES

A professional photographer will take a picture of each graduate as the diploma cover is awarded on stage. Graduates will be emailed a proof of the pictures as well as an order form in the weeks following commencement. Due to fire laws and the policies of the Galen Center, no one will be permitted to stand in the aisles during the ceremony to take pictures. Guests are welcome to take pictures from their seats.

DIPLOMAS

Students will receive a diploma cover during the Marshall Undergraduate satellite ceremony. Diplomas will be mailed approximately 6-8 weeks after all coursework has been completed and verified.

RECEPTION

There will be an informal reception immediately following the Marshall Undergraduate Ceremony on the Bridge Hall Lawn between Bridge Memorial Hall and Hoffman Hall.

www.usc.edu/commencement ● https://www.marshall.usc.edu/current-students/commencement ● 213-740-0690 ● undergrad.advising@marshall.usc.edu
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GRADUATE LINE-UP INFORMATION

· The Marshall satellite ceremony begins at 11:00am and ends at approximately 2:00pm. **Please remember that no graduates will be permitted to leave until the ceremony has ended:** all graduates must remain in the Galen Center for the entirety of the ceremony and recess out together. Individual plans for any celebrations after the ceremony should be scheduled no earlier than 3:00pm.

· Marshall graduates should make their way to the Galen Center to line-up by **10:50am**. If you are not in line, you will not participate in the ceremony. The line-up opens at 10:00am.

· Line-up entrance will be in the **Loading Dock Garage of the Galen Center** on Flower Street. Each graduate should be prepared to enter through a metal detector for security purposes.

· Graduates who are physically disabled should identify themselves to the staff when entering the line-up so that they may be seated where they will have access to a ramp.

· Commencement Marshals will be directing the line-up, processional, and seating. Please pay attention to instructions from the Marshals on the day-of.

· Graduates **may not** bring food, drink, or bags (including backpacks) to the ceremony. Small purses are allowed.

· Please remember there are **no bathroom facilities available** in the line-up area. You must stay in line once you arrive.

GRADUATE SEATING

· The Marshall satellite ceremony is for **Marshall majors only**.

· Seating for graduates is not assigned.

· Graduates are welcome to line up with friends; however, there is **no guarantee** students will be able to sit next to their friends due to the flow of the line-up and seating arrangement.

· Each graduate’s chair will have a blue card and a pencil on it. This card is used to read your name during commencement.

POLICY ON ALCOHOL, OTHER SUBSTANCES, AND BEHAVIOR

· All commencement activities are alcohol and substance free events.

· We will be enforcing a zero-tolerance policy which means students should not attempt to bring alcohol and other substances to the ceremony.

· Additionally, any student who is visibly intoxicated, disruptive, or exudes inappropriate behavior will be escorted out of the line-up or the ceremony by event staff and security.

GALEN CENTER GUEST POLICIES

· Guests are also **not allowed to bring backpacks, balloons, weapons, banners, horns or other noise makers, food or drinks** inside the Galen Center. Strollers and tripods must be left in the reserved lobby spaces and are not permitted into the seating areas.

· Per Galen Center seating policies, guests are not allowed to save seats for large parties. Only one (1) seat may be saved on either side of a seat. Please make sure your entire party arrives and enters the Galen Center together.

· Guests who require wheelchair access will be offered priority seating, beginning at 9:45AM. These guests will be asked to enter through the Galen Center disabled seating section. Due to limited seating, we can accommodate only one accompanying family member in the disabled section.

· During the ceremony, standing in the aisles and obstructing views is prohibited.