COMMENCEMENT 2019
University of Southern California, Marshall School of Business

WHEN AND WHERE
The main University Commencement Ceremony will be held at 8:30 a.m. on Friday, May 10th in Alumni Park. Guests should plan on arriving to campus by 7:00 a.m. to secure parking. Marshall students should assemble at Von KleinSmid Center (VKC) along Trousdale Pkwy by 8:00 a.m. for the 8:30 a.m. 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 9:30 a.m.

REGISTRATION
Students planning to participate in the Marshall Commencement Ceremony at the Galen Center must register their attendance. Instructions on how to register will be sent to your USC email account on March 18th.

Those who graduated in December 2018 or have an anticipated graduation date of May 2019 or August 2019 are invited to participate in commencement. Students who will not be graduating until December 2019 are welcome to participate, though their names will not appear in the Commencement Program until May 2020 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 2018 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 29th through Friday, May 10th. 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.

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 will end at approximately 2:00 p.m. 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 3:00 p.m.

· Marshall graduates should make their way to the Galen Center to line-up by 10:50 a.m. or immediately following the main ceremony. If you are not in line, you will not participate in the ceremony. The line-up opens at 9:30 a.m.

· Line-up entrances will be in the Fire Lanes 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.

· 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. Students will be required to check-in with his/her designated Marshall graduate card. Instructions on how to receive this card will be sent to your USC email account on April 25th. This check-in card is not required for the main USC commencement ceremony.

· 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.

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. Any alcohol found will be thrown away.

· 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. Each guest should be prepared to enter through a metal detector for security purposes.

· 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 9:15 a.m. These guests will be asked to enter through the Galen Center disabled seating section on the North side of the venue. 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.