

University of Kentucky  
College of Social Work  
(859) 257-5208  
**STUDENT RECOGNITION CEREMONY**  
MAY 4<sup>th</sup>, 2008 at 4:30 pm  
Bluegrass Grand Ballroom  
Heritage Hall  
Main Street  
Lexington, KY

**Program Instructions**

**College Staff working at Commencement can be identified by a navy blue College of Social Work Polo.**

Information and updates may be found on the Social Work website at <http://www.uky.edu/SocialWork>.

Information on the University's Commencement Program and information on purchasing attire and announcements can be found on the Registrar's website at <http://www.uky.edu/Commencement/>.

Please check both sites often for changes and updates.

You may contact the College of Social Work Commencement Coordinator (Kim Heller at 257-5208 [kkhell2@uky.edu](mailto:kkhell2@uky.edu))

**DIRECTIONS FOR PARKING:**

The parking areas in the immediate vicinity of the Lexington Civic Center (the High Street lot and the Cox Street lot) will be open (no charge) for all Commencement events. Commercial parking lots in the vicinity of the Lexington Center will be available at a cost.

**ARRIVAL TIME:**

Students should arrive at least one-half hour prior to the program start time or immediately after the University's Main commencement at 2:00 pm in Rupp Arena.

**SEATING FOR FAMILY MEMBERS AND FRIENDS:**

There is open seating for Family and Friends in the Ballroom. For safety reasons, please do not stand in the aisles. Pictures need to be taken from the seats. Families of Doctoral graduates need to identify themselves to the ushers.

## **STUDENT CEREMONY PROGRAMS:**

The ceremony program will be in your seat in the Ballroom. Family and Friends will receive their program at the Ballroom entrance doors from the ushers.

## **STUDENT REGISTRATION:**

Students please sign in at the table in the lobby of the ballroom and immediately come to the service corridor outside the Ballroom on the third floor in Heritage Hall to line up. Family members and friends need to proceed directly to the Ballroom. Families of PhD graduates need to identify themselves to the ushers. **(All students must remain in the corridor until signaled to proceed to the Ballroom)**

## **ACADEMIC ATTIRE:**

**Tassels: worn on the right side**

**Hoods: TO BE WORN for the GROUP PICTURE.**

**Remove your hood drape over the right arm during the processional.**

## **NAME CARDS:**

Each student will need to have a name card before lining up for the processional. Upon entering the lobby, please pick up your name card from the tables (one for MSW and PhD and another for BASW). The card must have your name, address and email address clearly printed and legible. **You will hand your card on the Ballroom stage to: BASW Dr. Karen Badger, Director Undergraduate Program, MSW Dr. Janet Ford, Graduate Program Director, and Ph.D. Dr. David Royse, PhD Program Director.**

## **GROUP PHOTOGRAPH:**

**Immediately following the program, the College's photographs will be taken. The BASW and MSW GROUP photographs will be taken first. The Ph.D. student's picture will be taken after the group pictures. The pictures will be taken on the stage. Please remain in your seats until otherwise directed by the photographer.**

## **PROCESSIONAL LINE-UP:**

Processional line will start with: the Dean, and then students. The signal will be given for the students. Faculty, Staff, and guests will follow the students. Please remain standing until given the signal to be seated.

## **STUDENTS:**

The processional line will begin at the corridor door with the BASW students leading. The Student Processional will enter the Ballroom immediately behind the Dean.

Please begin lining up in alphabetical order (first initial of last name only). **BASWs** will line up with the letter **AA@** on the right side of the. **MSWs** will line up on the left. **Ph.D.**'s will line up behind the last **MSW** student.

### **STUDENT SEATING:**

The **BASW** students will begin seating in the first row. The **MSW** and **Ph.D.** students will enter the next row after the last of the prior group have entered for their seating.

### **PRESENTATION OF THE CLASS:**

The **BASWs** will be presented first. Please stand as a group when given the signal. Move onto the stage from the right side to the lectern when motioned by staff and hand Dr. Badger your name card. Proceed to move across the stage as your name is read. You will receive your token of remembrance from Dean Hoffman and from Phyllis Leigh. Your photograph will be taken twice, once with Dean Hoffman and prior to going back to your seat. Return to your seat and remain standing until Dr. Badger directs you to be seated.

The **MSWs** will stand as a group. Move onto the stage from the right side when motioned by staff to the lectern. Remove your cap and hand your card to Dr. Ford. Cross the stage as your name is read. Hand Dr. Royse your hood and allow him to place it on you. Move forward to receive a token of remembrance from Dean Hoffman and Phyllis Leigh. Your photograph will be taken twice, once with Dean Hoffman and prior to going back to your seat. Return to your seat and remain standing until Dr. Ford directs you to be seated. The **Ph.D.** students will follow the same directions as above and will follow Dr. Royse's lead. The families of the **Ph.D.** graduates are invited to come forward onto the stage from the left when their family member's name is called.

### **PHOTOGRAPHS DURING CEREMONY:**

The photographers will take photographs of all students and program participants. While on stage, please follow the photographer's direction. If you do not wish to have pictures taken, please notify the College at (859) 257-5208.

### **RECESSIONAL:**

Please stand for the recessional upon direction. The Dean, guests, faculty, and staff will recess. Students will remain standing at their seats for pictures. Please do not leave until after the picture.