

University of Kentucky
College of Social Work
(859) 257-6186
STUDENT RECOGNITION CEREMONY
MAY 10, 2003 at 1:30 pm
SINGLETARY CENTER FOR THE ARTS
ROSE STREET
LEXINGTON, KY
(859) 257-1707
Program Instructions

Directions for Parking:

The Center for the Arts is on the corner of Rose Street and Euclid. Parking is available in the lot behind Memorial Coliseum (off of Euclid Ave or Rose Street), University's parking structure at 409 South Limestone Street or the parking lots off of Euclid Ave.

ARRIVAL TIME:

Students should arrive at least one-half hour prior to the program start time.

SEATING FOR FAMILY MEMBERS AND FRIENDS:

It is important that family and friends remain in the main hallways or outside the building. The Singletary Center for the Arts staff will give the directions for seating in the Concert Hall. Family and friends **cannot be seated in the Recital Hall (dressing area for students only) prior to the program beginning.** Due to safety precautions, the Concert Hall staff request no standing in the aisles. Photos must be taken from seating areas only.

STUDENT CEREMONY PROGRAMS:

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

STUDENT REGISTRATION:

Students please come to the Singletary Center for the Arts **Recital Hall** located on the first floor of the Singletary Center. Please enter the building from the Rose Street entrance. The Recital Hall will be immediately on your left up the steps. If you are unable to climb steps, please enter the Recital Hall from the entrance facing Euclid Ave (or Memorial Hall), go back to the end of the Hallway and there will be double doors to your left. You will enter directly on the Recital Hall Stage. **(All students must remain in the Recital hall until signaled to proceed to the Concert Hall)**

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 **Recital Hall**, please pick up your name card from the stage.

The **BASWs** will have a registration table on the right side of the stage and **MSWs** and **Ph.D.** will have the registration table on the left side of the stage. The card must have your name, address and email address clearly printed and legible. **You will hand your card on the Concert Hall stage to: BASW** Dr. Carole Olsen, Director Undergraduate Program, **MSW** Dr. Surjit Dhooper, Graduate Program, and **Ph.D.** Dr. James Clark, Director Doctoral Program.

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 steps facing Euclid Ave. outside of the Singletary Center.

PROCESSIONAL LINE-UP:

Processional line will start with: the Dean, guests, faculty and staff. The signal will be given for the students. The Center staff will begin the processional into the Concert Hall. Please remain standing until given the signal to be seated.

STUDENTS:

The processional line will begin at the stage door with the **BASW** students leading (next to the recital hall room 147). The Student Processional will enter the Concert Hall immediately behind the Dean, guests, faculty and staff.

Please begin lining up in alphabetical order (first initial of last name only) immediately following your group picture. **BASWs** will line up with the letter **AA@** on the right side (facing the stage) at the bottom of the stairs and the remainder will line up the steps (some may end up outside of the Recital hall). **MSWs** will line up on the left side (facing the stage) at the bottom of the stairs and the remainder will line up the steps up. **Ph.D.:** will line up behind the last **MSW** student.

FACULTY, GUEST AND STAFF:

Please plan to arrive at least 15 minutes ahead of time in order to dress in academic apparel and line up 10 minutes ahead of time. Please prepare for entrance to the Concert Hall from room 147 (located on the first floor behind the recital hall).

Student Seating on Concert Hall Stage:

The **BASW** students will begin seating in the second row. The **MSW** and **Ph.D.** students will enter the next row after the last **BASW** has entered for their seating.

PRESENTATION OF THE CLASS:

The BASWs will be presented first. Please stand as a group when given the signal. Move forward to the lectern and hand Dr. Olsen your name card. Proceed to move across the stage as your name is read. You will receive your token of remembrance from Dean Hoffman. 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. Olsen directs you to be seated.

The MSWs will stand as a group. Move forward to the lectern. Remove your cap and hand your card to Dr. Tracy. Cross the stage as your name is read. Hand Dr. Dhooper your hood. Move forward to receive token of remembrance from Dean Hoffman. 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. Tracy directs you to be seated. The Ph.D. student will follow the same directions as above and will follow Dr. Clark's lead.

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) 257-6186.

RECESSIONAL:

Please stand for the recessional upon direction. The Dean, guests, faculty, and staff will begin, followed by BASW, MSW and Ph.D. students.

RECEPTION:

The reception is for all students, faculty, guest, family members and friends immediately following the program outside on the patio facing the Memorial Coliseum.