NPS NOTICE 5060

From: Commanding Officer, Student Military Element, Naval Postgraduate School

Subj: MARCH 2019 WINTER QUARTER GRADUATION CEREMONY

Encl: (1) Tasks and Responsibilities
      (2) Schedule of Events for Graduation Rehearsal
      (3) Schedule of Events for Graduation
      (4) Graduation Ceremony Due Dates

1. **Purpose.** To issue information on the Winter Quarter Graduation rehearsal and ceremony.

2. **Information**

   a. Graduation rehearsal will be on Thursday, 28 March 2019. Attendance is mandatory for all students wishing to attend graduation. Appropriate civilian attire is required.

   b. Graduation will commence promptly at 1000 on Friday, 29 March 2019 in King Hall.

   c. Uniforms will be as follows:

      (1) U.S. Navy: Service Dress Blue

      (2) U.S. Marine Corps: Dress Blue Bravo (with badges)

      (3) U.S. Air Force: Service Dress

      (4) U.S. Army: Army Service Uniform

      (5) U.S. Coast Guard: Service Dress Blue

      (6) Civilian awardees: Appropriate Business Attire

   d. Graduation Guest Speaker: TDB
e. Requests to miss rehearsal or graduation should be routed via a Dean of Students Request Form with justifications through Program Officers to the Deputy Dean of Students. Submit requests no later than 15 March 2019, after all efforts to reschedule conflicting events are exhausted.

3. **Action**

   a. **Rehearsal – 28 March 2019**

   (1) At 0845, commence PhD and Engineer candidate pre-rehearsal with Thesis Advisors and PhD/Engineer candidates. Graduating doctorates will bring their hoods with them to rehearsal.

   (2) At 0900, commence PhD and Engineer candidate rehearsal with Naval Postgraduate School (NPS) leadership, Thesis Advisors, and PhD/Engineer candidates.

   (3) At 0915, commence rehearsal for all other Masters graduates. Students shall muster along the Root Hall breezeway. The Events Coordinator, Ms. Sonya Solomon, will provide seating row assignments and identify line leaders for each row. These assignments will be posted on the student webpage and in the Root Hall breezeway prior to rehearsal. Name cards for each graduate with special details will be posted in the Root Hall breezeway. Row leaders will ensure all graduates are present, assembled in row order, and have their name cards. Graduates will step off at approximately 0930 to practice the procession into King Hall.

   b. **Graduation Day – 29 March 2019**

   (1) At 0915, graduates will assemble along the Root Hall breezeway. Line leaders will ensure their rows are ready to step off on time.

   (2) At 0930, all faculty and special seating party will assemble in Spanagel Hall outside of room 101A.

   (3) At 0930, a VIP brief will be held in the Elster Conference Room on the Mezzanine of Herrmann Hall.

   (4) At 0945, the platform party will assemble in Spanagel Hall outside of room 101A.

   (5) When directed by the Grand Marshal, the procession will commence toward King Hall in the following order: graduates, faculty, special seating party, and platform party.

   c. **Reception Following Graduation.** All graduates, their families, faculty, and staff, are invited to a reception in honor of the graduates. The reception is held in the Barbara McNitt Ballroom of Herrmann Hall immediately following the graduation ceremony.
d. Streaming Video of Graduation. The graduation will be streamed live for those unable to attend in person at the following location online: https://www.nps.edu/watchlive.

e. Family Friendly Room. A family friendly room is provided as a service to families with children during the graduation ceremony. The room will be in the basement of King Hall, and will display live streaming video of the graduation.

4. Cancellation. This notice is cancelled upon completion of the Winter Quarter Awards ceremony.

\[Signature\]
M. J. GUDMUNDSSON
Dean of Students

Distribution:
http://intranet.nps.edu/code00/Notices/not.html
TASKS AND RESPONSIBILITIES

Master of Ceremonies: CAPT Markus Gudmundsson, USN
Coordinator: Ms. Sonya Solomon
Chaplain: CDR Mark Giralmo, USN
Presiding Officials: President VADM Ann Rondeau, USN (Ret.) and Provost Steven Lerman
Guest Speaker: TBD
Grand Marshal: Prof. Craig Rasmussen
Platform Marshal: TBD
Faculty Marshal: TBD
Military Marshal: TBD
Platform Participants: Deans/Department Chairs/Representative
Del Monte Brass: LT Michael Schwartz, USN
Color Guard: PO2 Alex Shafer, USN
Photographer: Mr. Javier Chagoya
Audio Visual Support: Mr. Davy Jones
PO2 Alex Bollman, USN
Stage Set-up: Public Works
Mustering: ENS Brian Pajarillo, USN
Ushers: TBD
SCHEDULE OF EVENTS – GRADUATION REHEARSAL – 28 MARCH 2019

0845  PhD/Engineer candidates and their advisors shall be seated in King Hall in preparation for rehearsal with the NPS President, Provost and Dean of Students

0900  Commence rehearsal with the NPS President, Provost and Dean of Students for PhD and Engineer candidates

0915  All Masters graduates assemble along the breezeway of Root Hall to ensure row assignments and name card information are correct for the procession into King Hall

0930  Masters graduates step off in order of row assignments into King Hall

0935  Remarks by Dean of Students

0940  Dean of Students asks all Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to stand and proceed to the platform in order to rehearse names and ensure all details on name cards are correct. Students may depart after rehearsal.
SCHEDULE OF EVENTS – GRADUATION CEREMONY – 29 MARCH 2019

0915 Graduates will assemble along the breezeway of Root Hall

0930 Faculty and Special Seating line up in the hallway of Spanagel Hall for processional

0930 VIP Brief begins in Elster Conference Room in Herrmann Hall

0930 Del Monte Brass plays prelude music until 0955

0945 Platform Party assembles in Spanagel Breezeway

0955 Del Monte Brass stops playing

0955 Events Coordinator makes comments about photography and cell phones

0955 Procession departs Root Hall breezeway on cue from Student Services Officer and halts at the top of the steps of the King Hall auditorium

Del Monte Brass ends prelude music and begins processional music. Marshals lead procession to their seats in the following order:

- Students
- Faculty
- Special Seating
- Platform Party

Del Monte Brass stops playing

Dean of Students asks the audience to stand for the presentation of colors and to remain standing for the playing of the National Anthem and invocation

Honor Guard presents colors

Chaplain delivers invocation

Platform Party and audience, are seated

Dean of Students introduces Platform Party and President

President makes preliminary remarks and introduces Guest Speaker

Guest Speaker delivers the graduation address

Enclosure (3)
Guest Speaker moves left and forward of center podium

President proceeds to center podium and Provost proceeds to right podium

Dean of Students asks the candidates for the Degree Doctor of Philosophy to please stand and proceed to the platform

Provost presents each Doctorate candidate

President confers the Doctorates

Dean of Students ask the candidates for the Engineer Degree to stand and proceed to the platform

Provost presents each Engineer Degree candidate

President confers the Engineer Degrees

Dean of Students asks the Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to stand and proceed to the platform

Provost presents the Degrees Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to President

President confers the Degrees Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates

Each Dean/Department Chair comes forward to shake hands with their school’s graduates and returns to his/her seat

After all students have crossed and received their completion certificates, President, Guest Speaker and Provost return to their seats

Dean of Students asks the audience to stand for the benediction

Chaplain delivers the benediction

Del Monte Brass plays for the recessional

Platform party leaves followed by special seating and faculty

Graduates and guests remain until procession is clear

Del Monte Brass continues to play for five minutes after recessional
GRADUATION CEREMONY DUE DATES – 29 MARCH 2019

5 Feb 19  Degree list due from Ed-Techs to Ms. Sonya Solomon
           (Eventscoordinator@nps.edu)

7 Feb 19  1st gallery proofs from Ms. Sonya Solomon to Ed-Techs for review/corrections

11 Feb 19 1st gallery proofs due from Ed-Techs to Ms. Sonya Solomon
           (Eventscoordinator@nps.edu)

11 Feb 19 2nd gallery proofs from Ms. Sonya Solomon to Ed-Techs for review/corrections

14 Feb 19 2nd gallery proofs due from Ed-Techs to Ms. Sonya Solomon
           (Eventscoordinator@nps.edu)

19 Feb 19 Graduation Orientation – location – King Hall

1 Mar 19  With Distinction & Outstanding Thesis names due to Events Coordinator,
           Ms. Sonya Solomon (Eventscoordinator@nps.edu)

11 Mar 19 Special needs requests submitted to Events Coordinator, Ms. Sonya Solomon

15 Mar 19 Final script and program gallery proofs due from Ed-Techs to Events Coordinator,
           Ms. Sonya Solomon (Eventscoordinator@nps.edu)

15 Mar 19 All requests to miss rehearsal due to Deputy Dean of Students,
           CDR Kenneth Ferguson (klfergus@nps.edu), for final approval
           by the Dean of Students

18 Mar 19 Guest Speaker's bio and picture, as available, due to Events Coordinator,
           Ms. Sonya Solomon (Eventscoordinator@nps.edu)

18 Mar 19 Draft program due to Dean of Students for final approval by NPS President

19 Mar 19 Final script and program gallery proofs from Events Coordinator,
           Ms. Sonya Solomon, to Ed-Techs for final review/corrections
           (Eventscoordinator@nps.edu)

20 Mar 19 Name cards due to Dean of Students for review

21 Mar 19 Approved program to DAPS for proof and print

Enclosure (4)
21 Mar 19  Final changes from Provost and President's office, due to Events Coordinator, Sonya Solomon (Eventscoordinator@nps.edu), to lock in the script

25 Mar 19  Graduation seating chart completed

28 Mar 19  Winter Quarter Graduation Rehearsal

29 Mar 19  Winter Quarter Graduation Ceremony