

Student Marshal

Starting your Shift

- Please meet with the other ushers in the Student Centre Event Space, sign out a volunteer vest, pick up your name tag.
- For the 10:00 AM ceremony, please meet at **8:30 AM**.
- For the 2:00 PM ceremony, please meet at **12:30 PM**.
- Complimentary lunch for all ambassadors will be served in the LEC Dining Hall between 11:00 AM and 1:30 PM. Please make sure to sign in upon entering the Dining Hall.

Before the ceremony

Marshaling means getting the students in order, by degree and then alphabetical by the student's last name. Marshalling takes place on the Second Floor of the Student Center.

Review the schedule for each ceremony and determine with the other marshals where you would like each degree group to start. Note that some of the professional degrees get a group photo done by Miranda Studios, which will delay their marshalling. These are: Education, Nursing, Business, Forensics and Social Work.

Line students up by degree, and then in alphabetical order. Following is the order of degrees.

Graduate Studies (PhD, Masters, Graduate Diploma).

1. PhD
2. Master of Arts
3. Master of Bioenvironmental Monitoring & Assessment
4. Master of Education
5. Master of Science in Forensic Science
6. Master of Instrumental Chemical Analysis
7. Master of Management (there shouldn't be any students, but just in case)
8. Master of Science in Nursing (there shouldn't be any students, but just in case)
9. Master of Science
10. Graduate Diplomas

Undergraduates (Professional Programs, Honours, General, Diploma, Certificate).

1. Bachelor of Business Administration
2. Bachelor of Education (and Indigenous Bachelor of Education)
3. Bachelor of Environmental Science/Studies
4. Bachelor of Science in Forensic Biology
5. Bachelor of Science in Forensic Chemistry
6. Bachelor of Science in Forensic Science
7. Bachelor of Science in Kinesiology
8. Bachelor of Science in Nursing
9. Bachelor of Social Work

10. Bachelor of Arts & Science
11. Bachelor of Arts & Science General
12. Bachelor of Arts Honours
13. Bachelor of Science Honours
14. Bachelor of Arts General
15. Bachelor of Science General
16. Diplomas
17. Certificates

Students start arriving about 1 ½ hours before the ceremony. They are checked in by the Registrar's Office (RO) and receive their name card with their name phonetically spelled. One Marshal should be stationed near the RO table to ensure that the names are correctly spelled phonetically and fix errors if any. Also tell any students with bags or big purses that those are not allowed on the stage so they should contact their family to take for them. Otherwise they can check them in the gowning room.

As students are gowned and exits the gowning room (TSC 2.02), other Marshals (2) will do a final check to make sure difficult names are phonetically spelled. This step is very important as **this is how their names will be read as they cross the stage**. Other Marshals (2-4) will hand them a filled water bottle and see if they would like a green ribbon that indicates they have taken the green pledge. If they need more water on the podium, there will be water coolers inside the library.

Please stow bottles away under the table or in the gowning room once all students get their water bottles.

Things to remind students about (One of the Stage Marshals make announcements over the PA system)

- There is no shade on the stage, so please put on sunscreen.
- No purses or bags on stage. Have the student contact a guest to hold it for them.
- There are some granola bars and juice in the marshalling box if they haven't eaten (we don't want anyone passing out on stage.)
- There are flip flops available for the walk to the podium for anyone whose shoes are already causing blisters.
- **Please use the washroom before the procession leaves.**
- If anyone needs to use the handrail going down the two flights of stairs and up the small flight, it is on the right hand side as you walk toward the stage.
- Please stay seated during ceremony.

At approximately 20 minutes before the start of the ceremony, the **Stage Marshals** (not Student Marshals) will lead the students to begin walking. Student Marshals are asked to help the students stay in their proper alphabetical order and walk with them to the LEC bridge. A

marshal is usually placed to walk between the groups. The piper will meet the procession on the West side of the LEC Bridge and pipe the students to the podium/stage.

If any students cannot use the stairs, they can use the elevator in the Student Centre on the way out. Once on the upper level of the podium, they can use the elevator in Bata Library to the 2nd floor, and meet the students on stage.

Inclement Weather

Ceremonies will move to the Gym in the Athletics Centre (AC). The call is made 1 hour before the start of the ceremony.

Students will marshal in the same space; 2nd floor of the Student Center. If it is raining, hand out ponchos so they don't get wet.

Walk them to the North Doors (Exam Doors) of the AC. Get all students inside the AC and have them take off their wet ponchos, and drape over the stair railing.

Then walk them to the South Doors (far doors) of the gym, where the Indigenous carriers and piper will meet them. The piper will begin and walk them in the gym, along the bleachers to the middle aisle, up the middle aisle to the stage, left along the stage to the student chairs, which are on the left side of the gym on an angle.

Note: At the end of ceremonies in the gym, the **students stay in the gym to meet their guests.** There is not enough room in the Athletics Centre for all graduates and guests.

Other situations

- For a safety concern, please locate campus security. One security guard should be stationed on the bridge above Bata Library. **Non emergency extension: 1328.**
Emergency extension: 1333.
- For a first aid concern, TUEFRT will be circulating and can be signaled to intervene. People at the Info Desk and lead ambassadors have radios, which can call security who call TUEFRT.

After the Ceremony

Please return your vest to the Event Space and sign out.

If you have any questions, please reach out to Babin Joy.

Thank you!