


Memorandum

To: FSU Administrators, Faculty, Staff and Graduates

From: Dr. Monica T. Leach, Provost and Senior Vice Chancellor for Academic Affairs 

Date: May 5, 2023

Subject: 2023 Spring Commencement **Memo** for Graduates Only

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Fayetteville State University's **Spring Commencement for Graduate and Doctoral students** will be held on Friday, May 12, 2023, at 10:00 a.m. in Felton J. Capel Arena.

Spring Commencement Rehearsal will be held on **Thursday, May 11, 2023, at 2:00 p.m.** at the Felton J. Capel Arena. All graduates and Marshals from each College are **required** to attend the commencement rehearsal and should arrive no later than 1:30 p.m.

Please read the guidelines for details:

- **Faculty and EHRA Staff** with at least a baccalaureate degree are required to attend, participate in the processional and recessional, and be attired in academic regalia.
- **Administrators, Faculty, and Staff** will park in the general parking areas of the campus or Capel Arena as directed by officers on duty. Admin, faculty, and staff will enter Capel Arena on the first level and proceed down the hallway to the Jeralds field tunnel where they will line up for the procession.
- **Ushers/Volunteers and Robing Attendants** will park in the general parking areas of Capel Arena or campus as directed by officers on duty. Ushers should report to the tunnel arena level of the Jeralds Stadium and check in for duty with the Usher Chair. The Usher Chair will designate areas of responsibility as coordinated with Events Management team. Ushers are asked to be in place and ready to assist guests when the doors open at 8:30 a.m. Robing Attendants will park in the

general parking arena as well. Robing attendants should report to the Dance Studio on the first level of Capel Arena to assist with Platform Party robing and line-up. Robing will take place in the Dance Studio where platform participants will be joined by any special guests prior to the processional. Any special guests will be escorted from the Dance Studio to reserved seating prior to the start of the processional.

Note: Anyone arriving after the procession has started will not be allowed on the floor until the procession is complete.

Below are additional details that will help you prepare for commencement:

- **Day of Commencement Arrival times by group:**

8:00 a.m. Commencement Committee
 Registrar's Office
 All Marshals
 Ushers/Volunteers
 Band
 Choir
 Robing Attendants

8:15 a.m. Graduates

8:30 a.m. Guests (doors open)
 Administrators
 Faculty
 Staff
 Platform Party

9:30 a.m. Live Video Stream Begins

9:45 a.m. *Processional to Begin*

Individuals who have been appointed to serve as Marshals for the Spring Commencement are listed in the attached 2022-23 Marshals listing. Any questions related to marshals or serving as such should be directed to Academic Affairs, Dr. Kimberly Hardy, Marshal Coordinator.

For more information on Spring Commencement, please visit the [FSU Commencement website](#) or contact the Office of Academic Affairs.