

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 Undergraduates Only**



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Fayetteville State University will hold its Spring Commencement Exercise for Undergraduates on **Saturday, May 13, 2023**, at the [Crown Coliseum Complex](#) in Fayetteville. The processional will begin sharply at 8:30 a.m. and the program commences at 9:00 a.m.

All graduating seniors, administrators, faculty and EHRA staff are required to participate in commencement exercises. Faculty and EHRA staff who have earned at least a baccalaureate degree are **required** to wear academic regalia. Faculty who teach on both the Graduate and the Undergraduate level are also required to attend and participate in commencement.

Since we are anticipating a large crowd for this ceremony, we strongly encourage all participants to allow ample time for travel and parking. Line up will begin at 7:15 a.m. for graduates and 7:45 am for administrators, faculty, and staff. **Note: Anyone arriving after the procession has started will not be allowed on the floor until the procession is complete.**

Doors open to guests and the general public at 7:30 a.m. Graduates and guests can park in any of the general parking areas of the Crown Complex.

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

- **Please mark your calendars for the Spring Commencement Rehearsal** that will be held on Wednesday, May 10, 2023, at 9:00 a.m. The rehearsal will take place at the Agri-Expo Center of the Crown Coliseum Complex. Graduates, Marshals for Schools/College and staff volunteers are required to attend the commencement expo and rehearsal and should arrive by 8:30 a.m. Graduates will pick up their graduation cards prior to rehearsal. Park in the South and East Parking Lots of the Coliseum. Enter the Crown at the Charlie Rose Agri-Expo Center front entrance doors. For all other marshals, this

rehearsal is optional. Note to Graduates: If you reside on campus and need transportation to rehearsal, a bus/van will depart at 7:30 a.m. from the Seabrook Auditorium parking lot (arrive by 8:10 a.m.). To reserve a space, contact Gregory Moyd, Assistant VC for Academic Affairs, at gmoyd@uncfsu.edu or 672-1162 no later than Monday, May 8th, at noon.

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

6:30 a.m. Commencement Committee
 Registrar's Office
 All Marshals
 Ushers/Volunteers
 Band
 Choir
 Robing Attendants

7:15 a.m. Graduates

7:30 a.m. Guests (doors open)
 Administrators
 Faculty
 Staff
 Platform Party
 Class of 1973

8:15 a.m. Live Video Stream Begins

8:30 a.m. *Processional to Begin*

- **Ushers/Volunteers, Choir, and Band** will park in the general parking areas of the Coliseum. Ushers/volunteers should report to the arena level of the Coliseum floor and the room designated for this group and be prepared to receive your designated areas of responsibility and assist guests by 7:30 a.m. The choir and band will report directly to the Coliseum floor/arena level to take their positions.
- **Robing Attendants** will park in the general parking areas of the Coliseum. Robing attendants should report to the Crown Ballroom located on the second level of the Coliseum. Robing will take place in the Ballroom along with platform participants and special guests prior to the processional.

- **Administrators, Faculty, Staff, Marshals and the Class in Reunion** will park in the East Parking Lot of the Coliseum and enter the Crown through the East entrance doors. Once inside, administrators, faculty, staff, and marshals take the escalator one level down to the arena floor-level for lineup. Class-in-Reunion members will go up the escalator to the Hospitality Ballroom. **Signage will be posted to assist.**
- **The Registrar's Office** will park in the loading dock areas. Materials will be carried through the dock area directly to the stage for set-up.
- **Platform Party and special guests** will have reserved parking in the West VIP Parking Lot. Platform Party participants will receive a special pass required to park in this lot. The Platform Party should enter the Coliseum through the West VIP entrance, adjacent to the West VIP Parking Lot. Ushers will be on-site to direct VIPs to the Crown Ballroom where the platform party will robe and visit with any special guests prior to seating.

Reminders and Helpful Information:

1. Tickets will not be required to attend the Spring Commencement at the Crown Coliseum.
2. No strollers are allowed inside the Coliseum.
3. No umbrellas will be allowed inside the Coliseum except in case of inclement weather.
4. Further items that are not allowed in the Crown Coliseum include: flowers, balloons, guns, knives, or any concealed weapon, food or beverage, handheld lasers, lights, or pointers, backpacks, illegal substances, tobacco products, or any item affecting the safety and security of participants or guests. Please visit the [Crown Complex - FSU Commencement 2023](#) for more details.
5. Guests can use cameras or video cameras in the arena, but they will not be allowed access to the floor level of the Coliseum for photos at any time.
6. Participants and guests are encouraged to adhere to parking guidelines and areas designated for specific groups to avoid on-site problems.
7. A map of the Crown Coliseum Complex site is attached for reference and use.
8. The Spring Commencement exercises will be video streamed live. Participants should go to the [FSU Commencement](#).

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](#) or contact the Office of Academic Affairs.

