Commencement at Virginia Tech Carilion School of Medicine (VTCSOM) is a very special event. We are proud of our graduates and look forward to celebrating their academic accomplishments. We thank you, our faculty, for being part of the Commencement Ceremony at VTCSOM and playing a vital role in our goal to make this a positive and memorable day for our graduates and guests.

COMMENCEMENT CEREMONY
SATURDAY, MAY 11TH AT 9:00 AM
JEFFERSON CENTER
541 LUCK AVENUE
ROANOKE, VA 24016

FACULTY (who are participating in the faculty processional)
ARE REQUIRED TO CHECK-IN AT 8:15 AM AT THE FRALIN ATRIUM

PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY!

**DRESS CODE**
Faculty members participating in the Commencement ceremony are required to arrive dressed in business attire. Coat racks will be available in the Green Room (Rehearsal Hall), which will be locked during the ceremony.

**REGALIA PICK-UP AND RETURN**
Faculty members may begin picking up regalia on Monday, May 6th; in Hope Reynolds’ office (M149), between 9 a.m. and 4:30 p.m. You will then be required to return your regalia rental immediately after the Commencement ceremony at the check-in desk at the Fralin Atrium in the Jefferson Center.

**GUESTS WITH SPECIAL NEEDS**
If you or someone in your party is in need of special accommodations, please contact Hope Reynolds (540.526.2512) or hvreynolds@vt.edu in the Office of Enrollment Management by Friday, May 3rd, so that we can notify the Jefferson Center. Also, an interpreter for deaf or hard of hearing will be present on stage for the duration of the ceremony.
### TIMELINE

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<th>Time</th>
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| 8:15 a.m. – 8:30 a.m. | **CHECK-IN (Fralin Atrium)**  
Faculty must check-in with student volunteer(s) in the hallway of Fralin Atrium on the 2nd floor. Upon checking-in, you will need to move to the Green Room (Rehearsal Hall), located behind the stage, to put on your regalia and assemble for the processional. |
| 8:40 a.m.     | **FACULTY PHOTOGRAPH**  
Faculty photograph will be taken at the Campbell Avenue entrance steps of the Jefferson Center. The session will be cancelled if there is inclement weather. |
| 8:45 a.m.     | **LINE UP**  
Faculty members are required to assemble alphabetically and move to the hallway located stage left.  
**Faculty members who arrive late, or are not present during attendance, risk being excluded from the faculty processional.** |
| 8:55 a.m.     | **PROCESS TO HALLWAY OUTSIDE OF SHAFTMAN HALL**  
Procession will be led by faculty marshals, and it is very important that you follow their direction. |
| 9:00 a.m.     | **COMMENCEMENT CEREMONY BEGINS** |
| 10:30 a.m. – 1:00 p.m. | **RECEPTION – FITZPATRICK HALL, JEFFERSON CENTER** |

### THE CEREMONY

Once you enter Shaftman Hall, you will process to be seated in the designated seating area located on the right side of the auditorium. Please remain standing until all participating faculty members process in and you are signaled by the Dean to be seated. At the end of the ceremony, faculty marshals will direct you to stand and will lead the recessional out of the auditorium (beginning with the front row). **Please remember to return your regalia rental at the check-in desk in the Fralin Atrium.**

### RECEPTION

The reception for graduates, guests and faculty will be held in Fitzpatrick Hall of the Jefferson Center immediately following the ceremony. Parking is available at the Jefferson Center. Handicap parking will be available in a dedicated parking lot.

### CONTACT INFORMATION

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<tr>
<th>Contact</th>
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<tbody>
<tr>
<td>VTCSOM Front Desk</td>
<td>(540) 526-2500</td>
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<tr>
<td>Hope Reynolds, Senior Director of Enrollment Management &amp; Registrar</td>
<td>(540) 526-5212 or <a href="mailto:hvreynolds@vt.edu">hvreynolds@vt.edu</a></td>
<td></td>
</tr>
<tr>
<td>Robin Headley, Administrative Coordinator, Enrollment Management Jefferson Center</td>
<td>(540) 520-2105 or <a href="mailto:rheadley@vt.edu">rheadley@vt.edu</a></td>
<td>(540) 345-2550, Toll Free (866) 345-2550</td>
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