Dear Graduates,

Congratulations! Your Commencement ceremony is right around the corner! The ceremony begins promptly at 1:30 p.m. on Sunday, May 18, 2014.

Where:
The ceremony will take place at the Jacksonville Veterans Memorial Arena (address: 300 A. Philip Randolph Blvd., Jacksonville, FL 32202). Parking for graduates and faculty will be available in Parking Lot “Z” located on Duval Street on the north side of the arena. Parking will be prepaid for graduates in Lot “Z” but you must have a parking pass for free entry. One parking pass will be given to each graduate you when you pick up your cap and gown. The pass must be presented for entry into this reserved lot. Family and friends may park at their own expense in the garage or other nearby surrounding lots. Please allow extra time to park. Driving directions and parking information are attached. The parking summary also describes how guests with disabilities can be accommodated.

Graduates and faculty will enter the arena through the Duval Street Entrance to the Arena. Family and guests must enter the Arena through the Main Entrance on A. Philip Randolph Blvd.

When:
The ceremony will begin promptly at 1:30 p.m. and is expected to last approximately two to three hours. The doors will open at 12:15 p.m. for graduates and guests. There is no ticketing for this event. Seating is first come, first served. Please ask your guests to arrive early.

How:
Please arrive dressed in your gown. Do not forget your cap, gown, tassel, hood, and any silver FCSL honor cords you may have received. Check-in is required and will take place in the lobby of the Duval Street Entrance. Check-in will begin at 12:15 p.m. We ask that you arrive at check-in no later than 12:45 p.m. Please allow extra time for traffic and parking. Any unclaimed regalia will be available for pick-up at check-in.

At check-in, you will receive a personalized card that you will carry until you are announced on stage. After you check-in, you will be directed to one of two hallways where you will be lined up in alphabetical order. Staff members will be stationed in the hallways to provide help with your regalia and final instructions before the ceremony begins.

Regalia, Honor Cords, and Hooding Process Instruction:

It is the Florida Coastal policy that students will wear a gown and soft tam (similar to a mortar board) at the commencement ceremony. Students will carry their doctoral hood on their arm as they enter the ceremony and up until the point that they are "hooded" on stage. As each student processes across the stage, the hood will be placed over his/her shoulders to signify the doctoral degree being conferred. Prior to the ceremony, it is important that the hood is prepared properly before it is draped across the arm when the procession begins. To help with this process, a short video was generated to demonstrate the correct preparation and method for carrying the hood. The video also demonstrates the hooding process when the degree is conferred. Please prepare yourself for the process by viewing the video through the following link:

http://www.youtube.com/watch?v=QumaW-jG4l4
In addition to the cap and gown, students being recognized for Latin Honors and for achievement of honors designations in Law Review, Moot Court, Mock Trial, or Pro Bono Services (125 or more hours) may wear honor cords provided by the school for such purpose during the ceremony. The Committee is aware that some SBA student organizations purchase stoles or cords for their members to wear to recognize both the organization and the students’ involvement with the organization while in law school. While you may wear such cords or stoles before and after the ceremony and for any pictures you have made or taken, the established policy at FCSL is that only students involved in those honors activities listed above may wear the cords during the commencement ceremony itself. **No other stoles or cords may be worn with FCSL regalia during the actual ceremony.** The Coastal policy is more liberal than many law schools such as UF, FSU, and UGA which allow no cords to be worn with their regalia during the ceremony. The Florida Costal honor cords will be distributed during check-in at Commencement for those who did not receive them at the respective Honors Receptions.

**NOTE: FCSL wishes to be cross culturally sensitive in this celebration of your accomplishment. Please contact the Office of Student Affairs if any of our ceremony traditions present any compromise of your religious or cultural beliefs.**

**Overview of the Commencement Ceremony**  
Sunday, May 18, 2014  
(Including Your Role in the Hooding Process on Stage)

**Academic Processional**
1) The music and academic processional will begin promptly at 1:30 p.m.
2) You will enter the ceremony in two parallel lines following the faculty. The faculty will populate the first three rows of seats.
3) Two Student Marshals will direct you to seats on each side of the center aisle.
4) The Student Marshals will help to count the number of graduates to sit in each row. A row has twelve seats on each side of the aisle. **Please be sure to fill all seats.**
5) Interim Dean Ogene will begin the program when each graduate has taken a seat.

**Speakers and Degree Conferral**
1) After the welcome, National Anthem, and introductions, you will be able to sit and enjoy the various speakers.
2) The speakers include the elected Student Speaker, Interim Dean Chidi Ogene, and the Commencement Speaker.
3) Graduates will then be asked to rise as a group and remain at your seats, for the conferral of your Juris Doctor degree.

**Academic Hooding**
1) The Dean will then invite the graduates to approach the stage to receive their academic hood and diploma.
2) The Student Marshals will coordinate the movement of each row to the stage via the south ramp.
3) You will approach the stage with your hood over your right arm and your announcement card in your hand.
4) As you enter the stage, you will present your card so that your name can be announced.
5) You will then move to the hooding process; you will stop on the “X” marked on the stage floor, and turn and face the audience.
6) One member of our Faculty will take the hood off of your arm and hand it to a second Faculty member.
7) The second Faculty member will then place the hood across your shoulders by reaching over your head. You will not remove your cap in this process.

8) A photographer will take your picture at this point. Please remember to look at the camera.

9) After being hooded, you will move across the stage to Interim Dean Ogene.

10) Interim Dean Ogene will hand you a Diploma Cover.

11) A photographer will take your picture as you shake the Dean’s hand. Please remember to look at the camera.

12) You will continue to move across the stage, descend the north ramp, and return to your seat.

13) This same process will be repeated for each graduate.

**Concluding Remarks**

1) An Alumni representative will provide his/her remarks, including a welcome from Florida Coastal Alumni.

2) Interim Dean Ogene will give his final remarks.

**Recessional**

1) Interim Dean Ogene will then lead the platform and faculty in the recessional. The graduates will follow the faculty in departing the Arena.

2) Faculty and graduates will leave the building through the doors on the Duval Street side of the building to mingle and join family and friends outside on the Arena Commons.

3) You will be free to leave at any point after the conclusion of the ceremony.

**Regalia Return**

After you finish with pictures with your guests, you will be required to return your rented cap, gown, and hood at the tables manned by the Book Store staff before you depart the Arena grounds. You may keep your tassel from your cap along with your honor cords. Regalia drop-off will occur at tables set-up in the hallway just outside the floor of the arena where you exit during the recessional.

We hope this provides a general understanding of the various aspects of the commencement ceremony.

We look forward to congratulating you when you walk across the stage!

Sincerely,

The Florida Coastal Commencement Committee
Directions

Coming from the Northside / Fernandina Beach / Amelia Island or Georgia:
From I-95 South, exit at Union Street (exit # 353B). Continue on Union Street (one way) approximately 13 blocks. Take the ramp toward Jacksonville Municipal Stadium/Mathews Bridge/Sports Complex. Take the A. Philip Randolph Boulevard Exit. Take a right onto A. Philip Randolph at the light. The Jacksonville Veteran’s Memorial Arena will be on your right.

Coming from St. Augustine and points South:
From I-95 North take the Prudential Drive / Main Street exit (# 350A) and proceed across the Main Street Bridge. Take the Ocean Street Exit off the Main Street Bridge. Take a right on Forsyth (the next light). Take a left at N. Liberty. Then, take a right on E. Monroe. (Follow the signs to Duval Street/ Sports Complex.) Take a left onto Catherine Street. Take a right on Duval Street.

The Jacksonville Veteran’s Memorial Arena will be on your right.

Coming from the Westside and points West on I-10:
Take I-10 East to I-95 North. Exit at Union Street (# 353B). Continue on Union Street (one way) approximately 13 blocks. Take the ramp toward Jacksonville Municipal Stadium/Mathews Bridge/Sports Complex. Take the A. Philip Randolph Boulevard Exit. Take a right onto A. Philip Randolph at the light. The Jacksonville Veteran’s Memorial Arena will be on your right.

ADA Access

The preferred drop off location for the Jacksonville Veterans Memorial Arena is at the corner of A. Philip Randolph Boulevard and Duval Street. Elevators are available for wheelchair access to ADA platforms at the top of each section (102 – 106 and 111 – 115). Restrooms, drinking fountains, phones, ATMs and counters are accessible to guests with disabilities.

Parking

Jacksonville Municipal Stadium, Jacksonville Veterans Memorial Arena, and the Baseball Grounds of Jacksonville share 6,604 on-site parking spaces, plus 100 handicap spaces. There is also additional parking within walking distance. Parking prices may vary. In addition, there are designated areas for bus and truck parking to enable easy pick-ups and access to highways.

Lot “Z” parking will be reserved and prepaid for graduates and faculty. Parking passes will be given to you when picking up regalia and must be presented for entry into this reserved lot. Family and friends may park at their own expense in the garage or other nearby surrounding lots.