

**TEXAS STATE UNIVERSITY-SAN MARCOS
FALL 2009 COMMENCEMENT**

Friday, December 18, 2009, 10:00 a.m.

College of Applied Arts
College of Fine Arts and Communication

Friday, December 18, 2009, 2:00 p.m.

McCoy College of Business Administration
College of Science

Friday, December 18, 2009, 6:00 p.m.

College of Education
College of Health Professions

Saturday, December 19, 2009, 10:00 a.m.

College of Liberal Arts
University College

UNDERGRADUATE MARSHAL

GENERAL INFORMATION

- The **Undergraduate Marshal** should be at Strahan Coliseum, Gym 101 or 102, at least an hour prior to the start of the ceremony (see above for ceremony start times).
- There will be one **Undergraduate Marshal** per college.
- The **Undergraduate Marshal** will lead the undergraduate candidates during the processional and during the diploma presentations.

PROCESSIONAL

- Following the Graduate Marshal and the graduate candidates, the **Undergraduate Marshal** will lead the undergraduate candidates from the gym to the coliseum floor. There should not be a gap between the end of the graduate line and beginning of the undergraduate line.
- When the **Undergraduate Marshal** reaches the chairs; he or she will take the chair in between the last graduate candidate and the first undergraduate candidate, as directed by commencement staff.

DIPLOMA PRESENTATIONS

- The **Undergraduate Marshal**, with assistance from the commencement staff, will lead the undergraduate candidates up to the Reader. The **Undergraduate Marshal** will then advance to the center aisle to direct undergraduate candidates back to their chairs after receiving their diploma cover and taking professional photographs.
- Once all undergraduate candidates are seated, the **Undergraduate Marshal** may sit in the last row or join the Faculty in Section C.

RECESSIONAL

- The **Undergraduate Marshal** should wait until the last of the graduate candidates has passed, then lead the undergraduate candidates to follow the graduate candidates out from the coliseum floor.
- Once in the concourse, the Platform Party will proceed to the Platform Party Room. The **Undergraduate Marshal** will lead the candidates out of the coliseum and in to Sewell Park as directed by UPD.