



Baylor University

Dear Baylor Faculty,

The Summer Commencement ceremony will be on August 13 at 9:30 a.m. at the Ferrell Center.

The Office of the Provost appreciates and encourages your attendance and participation in Commencement ceremonies. We always have a great need for faculty to volunteer as Marshals and Ushers, and we deeply appreciate the more than 30 faculty members who participated for the first time in our May ceremonies. Below is some information about how you can participate in August.

Faculty who will attend and participate in the Procession

We ask that you arrive at the Ferrell Center and be in the Stone Room 45 minutes prior to the start of the ceremony in order to allow sufficient time for robing, lining up, and moving to your entry point.

PLEASE NOTE: Security protocols require that purses and bags be in line with the [clear bag policy](#) for athletics, and all who attend will walk through metal detectors upon entrance to the Ferrell Center. Please allow sufficient time for this process as you arrive.

RSVP for Faculty Seating

If you would like to participate in the ceremony by greeting your students after they walk across the stage, please indicate if you are attending by responding [here](#) by **Friday, August 5**. Your reply will help us prepare seating for faculty on the arena floor.

Marshals

We would be honored for you to serve as a graduation marshal, and we are in need of marshals. Please contact [Denyse Rodgers](#) if you are able to marshal if you have not already done so. Denyse will email instructions to you, and a training session will be held the day before commencement. If you would like a particular marshal assignment, let Denyse know and she will do her best to accommodate you. Academic regalia is required to serve as a marshal.

Ushers

Ushers are needed to greet guests as they arrive, respond to questions and distribute programs. Ushers also are needed to assist guests with seating in the reserved section at Ferrell. The doors open 90 minutes before the ceremony begins, and all ushers need to be in their positions 15 minutes prior to the doors opening. Once the ceremony begins,

you are free to leave. Please respond to commencement@baylor.edu if you are able to usher. Regalia is not required to serve in this role.

Regalia

If you need regalia for the ceremony, please complete the [Regalia Request form](#) by July 1 in order to receive regalia in time for Commencement.

Parking

A limited number of parking spaces near the Whetsel Basketball Practice Facility at Ferrell will be held for faculty parking on a first-come, first-served basis. Faculty should enter the parking lot off La Salle Avenue.

I hope you have marked your calendars to participate and celebrate with our newest Baylor University graduates.

Warm regards,

Teresa

Teresa Mellon

Sr. Director of Events | Baylor Institutional Events

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