



**INSTRUCTIONS- Reader Role for Fall 2017**

(November 16, 2017)

Readers are part of the group known as the Chancellor's Procession, which assembles in Thea's Lounge of Thea Koerner House (6371 Crescent Road) 30 minutes prior to each ceremony start time. Before leaving Thea's Lounge you will be lined up in order and you will process to the Chan Centre and onto the stage. Chairs on stage will have your names on them. Readers will be seated near the lectern.

Following the speeches and any award presentations, the students are asked to rise and are presented to the Vice-Chancellor by the Provost for the conferring of degrees.

The Student Marshals begin to lead the first students to the stage.

Once the students have arrived at the steps of the stage, the first Reader steps to the lectern and microphone, tips their hat to the Vice-Chancellor, and says;

"Mr. **Vice-Chancellor**, I have the pleasure of presenting to you the candidates for the degree (*whatever the appropriate degree is*)".

Each student will come forward to the lectern, hand a card with their name and degree on it to the Reader and wait until their name is read out.

Student name cards may include either phonetic pronunciation or a preferred name in parentheses, below the official name of the student as it appears on their diploma. **Please read the name in parenthesis or the hand-written name, if provided.**

Once the student name has been called out, the student crosses the stage to shake hands with the Vice-Chancellor, nods to the Provost and continues on to their respective Dean. The Dean will shake hands with the student, the student continues across the stage and down the steps on the other side.

If the student is the Head of the Class, the Reader will to read the award first and then the student's name, as in;

"Mr. **Vice-Chancellor**, I have the pleasure of presenting to you the recipient of (*award, students name and appropriate degree*)".

**Reading Cards for Head of Classes** will include an easily identifiable coloured sticker. When you see a sticker, please flip the card over for the award.

**(Please note: ONLY HEADS OF CLASSES ARE READ OUT AT CONGREGATION, NO OTHER AWARDS ARE READ OUT, PLEASE RECOGNIZE OTHER AWARD RECIPIENTS AT YOUR FACULTY RECEPTION OR OTHER SPECIAL EVENT)**

**Once a student has reached the Dean, the Reader should begin to read out the next name and so on until finished.** Once finished with their group of students, the Reader returns to his or her seat and the next Reader steps forward and commences reading their student names and degrees.

The order of the degrees, the names of the students and the Readers are listed in the program so the Reader will know in what order they are reading.

**Special note for Posthumous Degrees:**

For posthumous degrees, the Reader will notice a different card and will read the following:

“Mr. **Vice-Chancellor**, (name of family number) is accepting the posthumous degree on behalf of his/her (applicable relationship), (name of deceased student).

Thank you for your support!

Melissa Picher Kelly, Academic Event Manager

**Mobile for texting/calling during Grad Week:** (604) 649-0102

**Office phone:** 604-822-5414

**E-mail:** [melissa.picherkelly@ubc.ca](mailto:melissa.picherkelly@ubc.ca)