Student Marshals

*Role and Responsibilities*
Student Marshals are usually Faculty members who work closely with students in their faculty, school or department. Non-academic staff are also welcome to fill this role. It is preferred to have two Student Marshals at each ceremony.

Their roles are to brief the graduands in the robing area (in the ballroom of Thea Koerner House in the Graduate Student Centre), to lead the graduands to the Chan Centre, and guide them into their rows in the Chan Centre Concert Hall. Also, one of the Student Marshals will be on stage and direct each graduand as they cross the stage while the other Marshal assists on the floor, audience right, slotting late students into their procession.

*In the Robing Room*
Starting 45 minutes before the start of the Ceremony:
- Facilitate the ordering of graduands into student processional order;
- Present briefing to the graduands (10 minutes maximum; instructions are below);
- Process to the Chan Centre, optimally, to arrive 10-15 minutes before the start of Ceremony
- Lead procession from the robing area (1 or more Marshals) in two lines, across Flag Pole Plaza to the Chan Centre Glass Lobby

*Briefing Instructions for the students*
- You have your official degree and your name card, with PROCESSIONAL number at the top;
- Make sure you stay in your numeric processional order and do not lose your degree;
- We will leave this robing area in TWO lines;
- Follow the person in front of you;
- Remain in TWO lines;
- Proceed to the Chan Centre side entrance doors (left of the main entrance) into the Glass Lobby.
- Remain in TWO LINES.
- Hold at this entrance

*In the Chan Centre*
- Reassemble all graduands in Chan Foyer (Glass Lobby);
- Remain in TWO LINES at the Parterre Left Door
- The Senior Marshal informs the University Marshal (Prof. Nancy Hermiston) when the students are ready to process, then waits for cue from the University Marshal who announces the entrance of graduands to the audience;
- Lead the procession in **single-file entry** into the auditorium, beginning with doctoral candidates.
Student Marshals

- Once the first student reaches the front row, the University Marshal will lead the doctoral candidates on stage and the Student Marshal will remain at the foot of the stairs until the masters (or bachelors) arrive and they are guided into the first row of the auditorium seating.
- The University Marshal may assist with this process as well.
- Once all students are seated, Student Marshals who are members of faculty may join the Faculty Procession.

During the Ceremony

- Once the stage is being set for the conferring of degrees, the Student Marshals should leave the stage (left) and one Marshal will remain at the top of the stairs (on stage) to receive the students and one Marshal will proceed to the floor audience right.

- At the end of the Ceremony, the Student Marshals will assist the graduates to exit. Once the Faculty Procession begins to leave the stage (right), the Student Marshal, who was on stage, will lead the new PhDs off stage left and exit the building. The second Student Marshal, who was on the floor (audience right), will remain to ensure the Grads leave in procession, starting with row two and continuing with even numbered rows until all graduates have left the building.