



January 2019

TO: May 2019 School of Arts and Sciences Graduates

FROM: The Office of the Vice President of Academics

Congratulations! You are receiving this letter because you have submitted your application for graduation and are considered a candidate to graduate in the May 2019 Commencement ceremony.

As you make preparations make note of the following activities and informational items needed for your participation.

SENIOR COMMENCEMENT ACTIVITIES

Tuesday, April 23rd – Senior Barbecue 5:30 - 7:00 PM

President's Home

Please plan to join President and Mrs. Livesay at their home for Mo-Mo's Barbecue and your first alumni gift. You will also receive pointers as you graduate and plan to enter the work force OR go on to grad school! Please RSVP to Ms. Paulakay Hall (phall7036@bryan.edu).

Friday, May 3 – Vespers 7:30 PM

Rudd Auditorium

Seniors will present a program which may include music, testimonies, and a video presentation with highlights of their years at Bryan. Dr. and Mrs. Livesay will host a reception in Latimer Student Center Dining Hall immediately following the service. Guests, faculty and staff are welcome.

SCHEDULE for Graduation Day

The Triangle, Bryan's Main Campus

Rudd Auditorium if inclement weather

Saturday, May 4 – COMMENCEMENT – The following schedule will be observed:

- 7:20 a.m.** **Continental breakfast in the dining room** for all graduates participating in Commencement.
- 7:45 a.m.** **Rehearsal** will take place on The Triangle weather permitting. This will take approximately 45 minutes. *Rudd Auditorium is the alternate plan for inclement weather.*
- 9:00 a.m.** **Robing** – Resident graduates robe in the dorms. Commuters robe in designated classrooms on the main level of Mercer Hall. *The alternate plan is Brock Hall in RUDD.*
- 9:15 a.m.** **Lineup** – Procession line forms in the hallways of Mercer Hall as follows:
Administration and Faculty – two rows in North Hall (toward dorms)
Bachelor of Arts graduates – North Hall (toward dorms)
Bachelor of Science graduates – South Hall (Library side)
The alternate plan is RUDD - stairwells and halls.
- 9:30 a.m.** **Processional begins** - The program will include the processional, an invocation, Scripture reading, special music, awards, a guest speaker, a student speaker chosen by fellow graduates, conferral of degrees, an alumni welcome, singing of the Alma Mater, a benediction, and the recessional.

ADDITIONAL DETAILS

ACADEMIC REGALIA, INVITATIONS, AND RINGS:

It is the responsibility of the graduate to order regalia online and have it shipped to the campus store. Please note that the cost of regalia and standard shipping will be covered by the graduation fee. **Orders may be placed immediately. The website will be open from Wednesday, January 9th, through Friday, February 8th.** A representative from Balfour will be on the main campus **Tuesday, February 26th, and Wednesday, February 27th, between the hours of 11:00 a.m. – 4:00 p.m., and IT IS REQUIRED that you meet with this representative sometime during these dates to pick up your regalia.**

You may also call Ms. Green at 423.775.7271 or email her at greenja@bryan.edu with your questions; or you may go directly to www.balfour.com to place your order for graduation announcements and class rings. To place a regalia order, please visit the following website: <https://buildagrad.com/BryanSAS>.

DRESS: The following is required dress for all Commencement participants:

Men: Dark pants, tie, dress shirt, dark socks, dark shoes; no sports shoes or socks. A suit coat is not worn under academic regalia.

Women: Nice dress, “dressy” blouse and skirt, or dark slacks and blouse; dark hose and dark shoes. Flowers, jewelry and other adornments are not worn on or over academic regalia.

Hats should be squared on top of head with tassels on the right for those who have not yet been awarded the degree. Those who receive their degrees will be asked to move their tassels to the left side after the President awards the degrees. In order to maintain the appropriate dignity of the occasion, graduation caps are not to be decorated in any way.

After everyone has processed to the assigned places, all should remain standing for the invocation. Men should remove their hats for the invocation. They may wear them again until it is time for the benediction, when they are removed again. Hats should be worn for the recessional.

TICKETS: You will be issued **a limited number of tickets** for your guests in the event that the ceremony is held in RUDD Auditorium. This number will be determined by the number of graduates walking per available seats and will not be calculated until grades have been posted. **These tickets will be electronic and available for reservation through Eventbrite the week of graduation in May. Commencement instructions will also be emailed during the week of graduation in May.** Overflow (*in case of inclement weather*) will be accommodated in the Latimer Student Center Dining Hall so that the program may be viewed by closed-circuit TV on a big screen.

LETTERS TO FAMILIES: If you forward the email address of your parents to <https://my.bryan.edu/change-address> and also advise Mrs. Audrey Henderson (audrey.henderson@bryan.edu), she will send your family an email with information about graduation, local lodging and Commencement. Also, please inform your families that the Commencement information will also be on the Bryan College website at www.bryan.edu/academics/commencement.

ACCOMMODATIONS: Your out-of-town guests will need to make hotel reservations very early. Below are some of the options available in Dayton:

- Best Western – 423.775.6560
- Holiday Inn Express – 1.855.914.9631
<http://www.hiexpress.com/hotels/us/en/dayton/dtntn/hoteldetail?ratePreference=IEB&corpId=100297134>
- Howard Johnson Motel, Spring City, TN [approximately 17 miles north of Dayton] – 423.365.9191 (Ask for the special “Bryan rate”.) *The Howard Johnson Motel would like to welcome all*

family members of Bryan College Students with a special rate of \$79.95 a night. Call 423-365-9191 to reserve your room today just mention Bryan College Rate. We look forward to having you and accommodating you during your stay with us! Thank you, General Manager.

- Sleep Inn & Suites – 423-693-0963 (4450 Rhea Co. Hwy., Dayton, TN 37321)
<http://www.sleepinn.com/ires/en-US/html/ArrivalInfo?hotel=TN708&srp=LCBRY&pu=no>

QUESTIONS: Please contact Rhonda Kettenring at 423.775.7200 or rhonda.kettenring@bryan.edu.