

Spring 2022 Commencement Ceremony Information

Time & Place

Sunday, May 15, 2022, at 4:00 p.m.

The Orpheum Theater

203 S. Main Street

Memphis, TN 38103

The graduation ceremony is expected to last approximately 90 minutes to two hours. There will not be a rehearsal.

Graduates need to be backstage at the facility no later than 2:45 p.m. on May 15.

Bring all your regalia with you including your tam, tassel, gown, and hood. We will not have extra regalia at graduation.

Graduates, please report to the stage door located on Beale Street. A security guard from the Orpheum will check your name and then admit you to the staging area for graduates. Only graduates will be permitted backstage, so please direct your friends and family members to enter through the main entrance to the Orpheum.

The exterior doors to the Orpheum will open at 2:00 p.m. only for graduates to quickly take interior photos and then immediately exit. The exterior doors will open to the general public at 3:00 p.m., and the interior doors to the auditorium will open at 3:15 p.m.

Each graduate will be permitted to come inside the auditorium lobby with one person who can take photographs beginning at 2:00 p.m. **This will be for very brief individual pictures only.**

Group and family photos are not permitted during this time to ensure that each graduate who wants to get an individual photo inside the theater lobby will have time to do so. We ask each of you to be respectful of your classmates who also want to have time to take photos.

Graduates who wish to take individual pictures at the venue are encouraged to do so prior to the ceremony, as the crowd size will make it difficult to get photos inside the venue after the ceremony.

Masks

Graduates must wear a mask at all times while backstage. This is the policy required by the venue to hold graduation, so bring a mask with you and be prepared to wear it while backstage.

Graduates may remove their masks if they wish during the processional and during the graduation ceremony.

The Orpheum recommends that all patrons wear masks, but masks are not required in the theater.

RSVP

Please RSVP for graduation [here](#) by Wednesday, May 4. It helps us greatly to know how many graduates will be participating in the ceremony.

Order of Ceremony

During the commencement ceremony, you will:

1. Line up in alphabetical order in the backstage assembly room.
2. Walk in order from the back-staging area to the front lobby.
3. Process into the auditorium.
 - a. **Graduates Albertson - Johnson** will follow the stage party and faculty down Aisle 3.
 - b. **Graduates Jones – Young** will process down Aisle 4 after the first half of the graduates process down Aisle 3.
4. Walk to the stage (at the indicated time) with your hood and pronouncer card.
5. Give your card with your name on it to the pronouncer (you will receive your card backstage at the Orpheum before the ceremony).
6. Walk to the middle of the stage after your name is called, where you will be hooded (a photographer will take a picture of the hooding).
7. Continue across the stage to shake hands with Dean Schaffzin and President Hardgrave (a photographer also will take a picture of the handshake).
8. Proceed backstage where you will have a staged, formal photo taken (if you didn't already have your photo taken before the graduation ceremony). You will receive information about ordering photos at a later date.
9. Walk down the stairs at the other end of the stage and return to your seat after the photos for the remainder of the graduation ceremony.
10. Recess out.
 - a. **Graduates Albertson – Johnson** will follow the faculty out down Aisle 3.
 - b. **Graduates Jones – Young** will follow the first half of the graduates out down Aisle 3.
11. Proceed immediately down Aisle 1 (the farthest aisle to your right as you are facing the stage) to the backstage robing area to drop off your gowns and hoods.

Parking

A limited amount of graduation (only) parking is available at the MLGW garage, located at 246 S Front St. Memphis, TN 38103. You must display a Memphis Law Graduation placard in your car to be permitted to park at the law graduation rate (\$5 per car and per placard). You will pay at the garage when you park.

You will be allowed to enter the parking garage between 2 and 4 pm on May 15. You will not be required to move your car immediately after graduation if you choose to stay downtown afterwards.

You will not be allowed to park in the designated Memphis Law graduation spots at the reduced rate without a parking placard. Also, we will not be able to replace any lost placards, so please be sure to keep up with yours.

Each graduate will receive two parking placards when you pick up your regalia. If you don't need one or both of your placards, you can return them to Blake Beals or another librarian to be given out to other graduates who may need more parking passes. We have enough placards for each graduate to have two placards, with a limited number of additional placards available on a first-come, first-served basis.

Guest Seating

We will have general seating at graduation except for several reserved rows in the front of the auditorium. Your guests do not need to purchase or use tickets for graduation. There is no limit to the number of guests who may attend.

Guests should arrive early, particularly if they want seats together as a group and/or to be seated near the front. The exterior doors to the Orpheum will open at 3:00 p.m., and the interior doors to the auditorium will open at 3:15 p.m.

- **Graduates Albertson – Johnson** will process into the Orpheum down Aisle 3.
- **Graduates Jones – Young** will process into the Orpheum down Aisle 4.
- All graduates will recess out on Aisle 3.

Please let your families know, so they can plan where to sit accordingly.

You can find information about accessible seating here.

Graduates with Accessibility Needs

If you are a graduating student and have a accessibility needs that might impact your ability to process and recess with your classmates or to climb the stairs to cross the stage for your hooding, please contact Dean Aden as soon as possible so that we can make appropriate arrangements for you.

Personal Belongings

You will not be able to leave any personal belongings backstage during the graduation ceremony. Do not bring any personal belongings to the staging area that you can't process and recess with or leave under your seat during the ceremony.

Photographers

There will be professional photographers taking photos at graduation. Each graduate will be photographed on stage as he or she is being hooded and during the handshake with Dean Schaffzin. In addition, each graduate will have the opportunity to take an additional formal graduation photo before or during the graduation ceremony.

Information about how to purchase photographs will be available at the ceremony.

You can pre-register to purchase your graduation photos [here](#) and save 20% on your graduation photos if you pre-register.

Live-Streaming

We will again be live-streaming graduation. There will be a short delay (no more than 20 minutes) so that we also can create an archival recording of the graduation ceremony. You and your family members can view the (almost) live-stream of graduation on the [University of Memphis Commencement Live](#) page. Once we receive the archived recording from the videographer, we will post a link to it on the Law School's commencement page for later viewing.

Graduation Attire & Honor Pins

In keeping with the formality and tradition of the ceremony, men usually wear dark dress trousers, a white shirt, a tie, socks, and dark shoes, while women usually wear dresses (or equivalent) and dark shoes.

You may wear honor pins (college level and higher) on the left side of your graduation robe (on the black lapel next to the purple chevron). This includes Phi Beta Kappa, Phi Kappa Phi, Phi Alpha Delta, Omicron Delta Kappa, and other honorary pins.

Name Pronunciations

If your name is difficult to pronounce, complete [this form](#) by Sunday, May 1, 2022 to ensure the correct information regarding phonetic pronunciation is included on the pronunciation card.

We will not be able to correct pronunciations at the ceremony, so please complete this form by the deadline.

Regalia, Certificate & Pro Bono Cords

You may pick up your regalia (tam, tassel, gown, hood) at the reference desk in the Law Library from **Tuesday, May 10 - Thursday, May 12 between 9 and 4**. All regalia must be picked up by **Thursday, May 12 at 4 pm**.

If you are graduating with a certificate in Advocacy, Business Law, Health Law, or Tax Law, or if you are receiving a Dean's Distinguished Pro Bono Award, the law school has ordered a special cord for you to wear at graduation. Please check at regalia pickup to ensure it has been included.

Please bring your entire regalia packet with you to graduation. At graduation, you will process with your hood into the Orpheum and take it with you to the stage for hooding.

This year's regalia will be "keepsake" regalia, which means you will be able to keep your tam, tassel, gown, and hood after graduation. There is no charge for the regalia, as the cost was already included in your student fees.

If you forget to bring your hood or your regalia, we will not have extra at graduation, so please be sure to double-check that you have everything.

Invitations

The law school will not have an official invitation, but graduates can order invitations through the University or on their own. To order through the University, please contact Balfour at 1-800-278-7644 or use [this link](#) to ensure you are on the law school landing page and not the main university landing page.

Legacy Hooding

Are you a legacy? If you have a family member who is a graduate of the Cecil C. Humphreys School of Law, we'd like to know! If you have family members who are Memphis Law Alumni, they can assist with your hooding at graduation. Please complete [this form](#) no later than Sunday May 1, with your name and the name and contact information of your family members if you would like to participate.

Please note that hooding assistance is only available to students with family members who are Memphis Law Alumni.

Diplomas & Composites

You will not receive a diploma during the graduation ceremony. Your diploma and composite will be mailed to you several months after the ceremony, once summer classes are completed, rankings calculated, and once it has been certified that your financial obligations are met, and that all degree requirements have been satisfied. By law, the University cannot release grades, transcripts, diplomas, or certifications of credit on or to any student who has an unresolved financial obligation to the University.

Change of Address

Please let us know about any changes of address, phone number, or email address that you have after graduation. We need to know where to send your diploma, and there are several surveys and other matters you will receive the first year after graduation.

For any other commencement related questions or concerns, please contact us at lawgraduation@memphis.edu.

Most of all, congratulations! We look forward to seeing you there.