HOW DO I GET MY NAME IN MY LOCAL PAPER?

NEWSPAPER NOTICE

Your graduation is an accomplishment of which to be proud, and you may want to have it announced in your hometown newspaper.

Experience has shown that graduation news releases are more likely to be used when they are submitted by the graduate. If you would like your graduation to be announced in your hometown newspaper, please follow these instructions for preparing and submitting your own graduation news release.

• Contact your hometown paper by phone or check its Web site to determine submission requirements for graduation announcements; these can vary considerably from paper to paper.

• Use the sample below as a guide.

• List any honors, distinctions, or memberships that you would like to be mentioned in the place suggested on the sample form.

• Feel free to include a photo of yourself. Most newspapers accept electronic submissions. Check with your hometown paper for specific technical requirements, file types, and size restrictions.

• Don’t forget to include your phone number in case your hometown paper has questions.

SAMPLE NEWS RELEASE FORM

FROM: (Your name)
(Your phone number)
(Dates)
(Your hometown address)

(Name of your hometown) Resident Graduates from the University of Pittsburgh
(Your name) has graduated from the University of Pittsburgh with a (specify your degree here) degree in (your major).

(Your name) is the (list one: daughter or son) of (your parents’ names), who live(s) at (your hometown address). Life or else is a (year of your high school graduation) graduate of (name of your high school) in (location of your high school if necessary to identify it properly).

(Your name) graduated with (your honors or distinction) and was a member of (identify your membership here).

(Your name) was among approximately 6,000 students receiving undergraduate and graduate degrees from the University of Pittsburgh’s campus in the Oakland section of Pittsburgh.

University of Pittsburgh

CONCOURSE LEVEL

CONCOURSE A ENTRANCE

Figure 5

EVENT LEVEL

PRACTICUM SUITE

Figure 3

LOBBY LEVEL

ENTRANCE

Figure 1

LAWN LEVEL

ENTRANCE

Figure 2

CLUB LEVEL

To find where to line up, see areas highlighted in gold.

Thursday, April 26, 6:30 p.m.

COMMENCEMENT 2018

GRADUATE CEREMONY

To celebrate the attainment of master’s, professional doctoral, and doctoral degrees

John M. and Gertrude E. Petersen Events Center
WHERE DO I GO AND WHEN?
Doctoral candidates are to arrive no later than 5 p.m. through the Lawn Level Entrance.
• Candidates will line up in the Food Court, located on the Lawn Level (Figure 2).
• All candidates will be lined up in the correct order for the academic procession prior to the start of the ceremony. Master’s and professional doctoral candidates are to arrive no later than 5:30 p.m.

WHERE SHOULD I PARK?
No tickets will be required for entrance. Open seating is available. Several University of Pittsburgh parking lots will be open beginning at 4 p.m. (with the exception of the TV lot, which will open at 6 p.m.) and will be free for graduates and their guests. The lots that will be open are highlighted in dark blue on the campus map detail below. Parking accommodations have been made for individuals with disabilities. The most accessible entrance to the Petersen Events Center for family and guests is the Lobby Level Entrance.

WHAT ACCOMMODATIONS HAVE BEEN MADE FOR INDIVIDUALS WITH DISABILITIES?
• The Lobby Level and Concourse Level entrances are accessible for individuals with disabilities. The most accessible entrance to the Petersen Events Center for family and guests is the Lobby Level Entrance.

ANYTHING ELSE?
• If a graduate requires special accommodations due to a disability, he/she should contact the Office of Special Events at 412-624-7100. Arrangements will be handled individually.

WHAT HAPPENS ON COMMENCEMENT DAY?

DOES EVERYONE WEAR REGALIA?
• This is an academic ceremony and, as such, academic regalia is required to participate in the procession.
• Only those students in full academic regalia (cap, gown, and hood) will be permitted to process in the ceremony. The only exceptions will be for those graduates in military uniform.

WHAT HAPPENS DURING THE CEREMONY?
• The ceremony will begin at 6:30 p.m. with a procession of graduates, faculty, and the platform party.
• Master’s and professional doctoral candidates will wear their hoods and process onto the floor.
• Doctoral candidates will process onto the floor with their faculty advisors. Advisors will carry candidates’ hoods over their left arm. (It is advised that the candidate and advisor practice hooding before the ceremony starts. Candidates may choose not to wear their mortarboards or to assist with the hooding process.)
• As each school is announced, all candidates will be led to the stage by a marshal.
• Once the doctoral candidates, accompanied by their faculty advisors, reach the stairs, volunteers will collect their cards prior to ascending the stage. Name announcers will then read each candidate’s name and faculty advisor’s name. The candidate’s dissertation title will be shown on the overhead screens. Candidates will be hooded by their faculty advisor and congratulated by their dean before descending from the stage.
• Candidates who have chosen not to have their name announced will be congratulated by their dean before descending from the stage.
• It is important to move swiftly to ensure that you are on stage when your name is announced. Do not take time to have a conversation with those on stage and keep moving.

IMPORTANT NOTE: All candidates and faculty advisors should refrain from bringing bags, backpacks, or purses with them to the ceremony, as they might not return to the same seat after descending from the stage.

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Parking
• Students will run to and from these parking lots.

PCNTR: John M. and Gertrude E. Petersen Events Center
University parking lots are in dark blue.