

Keck School of Medicine of USC

2023 Commencement Guide: PhD, DNAP, MS and MPH Programs

Please read the following commencement information carefully: no other notice of instruction will be distributed. Please share this information with your family and guests. Direct any inquiries to the Office of Graduate Affairs, KAM 409; telephone (323) 442-1607 or vlora@usc.edu.

Commencement Ceremony

The 18th Annual PhD, DNAP, MS and MPH Commencement of the Keck School of Medicine will be held on **Saturday, May 13, 2023, at the Galen Center located at 3400 S. Figueroa St. Los Angeles, CA 90089**. The ceremony will begin promptly at 9:15 a.m. and will be about two hours long.

Reception

All graduates and guests are invited to attend a reception immediately following the commencement ceremony at Founders Park (next to the Bovard Administration Building) located across the street from the Galen Center at University Park Campus of USC. Signs will be posted to direct all guests. Light refreshments will be served. The reception is scheduled to end at 12:30 p.m.

Tram Service to the reception

Tram service will be available to **guests with mobility issues** to the reception. Pick-up will be located at the north side of the Galen center in front of the ticket office on Jefferson Blvd. The tram seats 8-9 people at a time and will run continuously from 10:30 a.m. to 12:00 p.m.

Ceremony Live-Stream

The ceremony will be live streamed for family and friends who cannot attend the ceremony. Sign-in information for the live stream will be available the first week of May and distributed to all graduates at that time.

General Guest Seating

Doors will open at 8:00 a.m. for all guests at both the north and south entrances of the Galen Center

Tickets are not required. Seating is on a first-come, first-serve basis; guest cannot sit in roped off areas and cannot reserve seats.

ADA Seating

ADA entrance is located at the north side of the Galen Center, off Jefferson Blvd. There is also a drop-off area on the same street with a regressed sidewalk. Seating in the ADA section is located on the upper concourse of the Galen Center and ushers will be available to direct you to this area. Seating is not ticketed and is offered on a first-come, first-serve basis.

Parking

Parking is **free** for all guests and participants during commencement day and is available on the USC campus on a first-come, first-serve basis and. There are 2 parking lots in close proximity to the Galen Center:

- **McCarthy Way Parking Structure** is located across the street from the Galen Center on the USC campus at Figueroa Street and 34th Street – Gate 3 Entrance.
- **Figueroa St. Parking Structure** is located off Flower Street north of Exposition Blvd behind the USC Hotel.

Academic Regalia

Online Pre-orders for graduates: Regalia rentals are available for home shipping now through April 16, 2023. The shipping fee is \$16.95. Orders will be delivered by May 8, 2023.

In Person Distribution for rental Cap and Gowns

For graduates wishing to rent a cap with tassel, gown, and hood in person, the bookstore will hold an in-person distribution beginning May 8, 2023 at the USC Bookstore Patio (UPC Campus).

Days and hours:

- May 8th thru May 11th 8:30am - 7:00pm
 - If you need your rental before distribution dates, you must order online before April 9th.
 - On distribution days, you will complete an order form, receive your rental, and pay in one simple process. Reservations for pick-up are not available.
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- Master's Degree (Cap, Gown and Hood) \$89.99 + tax
 - Doctor's Degree (Cap, Gown and Hood) \$109.99 + tax

The above prices are for rentals only. The USC bookstore will collect all regalia rentals after the ceremony. Collection bins will be available outside the Galen entrance. Please retain your cap and tassel as souvenirs.

Diplomas

During the ceremony, you will receive an empty diploma cover to symbolize your diploma as you cross the stage. Once you have completed all degree requirements and your degree has posted with Degree Progress, your diploma will be mailed to you 4-6 months after the degree conferral date.

Announcements, Rings and Frames

Class rings, diploma frames, and personalized commencement announcements may be purchased through the USC Bookstore website <https://www.uscbookstore.com/commencement>

Photos

GradImages will take individual photos of each graduate receiving their diploma. Receive a coupon for 20% off when you pre-register for commencement photos by visiting the Grad Images website at [GradImages - Register now and save 20%!](#) University of Southern California – Medicine, PhD, DNAP, MS and MPH Spring, Saturday, May 13, 2023.

May 13th Schedule – Graduate Schedule

<u>Time</u>	<u>Activity</u>	<u>Location</u>
7:45 a.m.	Student Check-In - OPENS	Athletic Courts – Galen Center

- Student check-in is located at the Galen Center - Athletic courts – entrance is located off Figueroa Street and USC McCarthy Way. Signs and staff will be there to direct you.
- Upon check-in, you will receive instructions for line-up and procession.
- Family and guests **MAY NOT** accompany students into the student line up area.
- **Do not bring anything with you into the Athletic Courts. You will be required to go through metal detectors.**
- Once the procession starts, the Athletic courts will be locked, and access will not be available during or after the ceremony.

8:40 a.m. Student Check-in - CLOSSES

9:00 a.m. Processional Begins

- Commencement staff will instruct you on seating, diploma procession, and recession.

9:15 a.m. 2023 Commencement Ceremony Begins Galen Center Arena

11:00 a.m. Ceremony Ends

11:00 a.m. Reception-all are welcome to attend. Founders Park

Before the Ceremony

Wear your academic regalia with the tassel of your cap **over the right temple** until you are instructed during the ceremony to move it to the left.

MPH and MS students – Please wear your hood prior to the start of the procession.

PhD and DNAP students – You **WILL BE** hooded during the ceremony. Your hood should be neatly folded over your left forearm, and the top hook and eye of your robe unfastened.

Please be prepared to wear comfortable clothing and shoes. All Graduates will be required to walk up and down many steps during check-in and procession to the Galen floor.

During the Ceremony

**The cap should be worn at all times.*

1. After the speeches, the Dean will ask the graduates to rise.
2. Students will proceed to the platform on either to the left or the right side of the stage – commencement staff will provide directions during the ceremony.
3. Each graduate will hand their name card to the commencement staff on stage. Once your name is called, you will walk across the stage to receive a diploma cover and shake hands with the Dean or Associate Dean and take your photo.
4. Once completed, you will leave the platform by walking down the ramp located at the center of the stage and back to your seat.

PhD and DNAP Students ONLY - Prepare for hooding by removing your cap and extending your left arm (with folded hood) to the faculty hooder. After hooding, refer to #4 above.

End of the ceremony

The ceremony will come to a close as the recessional begins, the faculty on the stage will leave first. When directed, each row of graduates will join the recessional – commencement staff will provide directions to the reception.

The entire recessional line will continue without stopping until you have exited the Galen Center on the South Side entrance and will continue to towards UPC and Keck reception in Founders Park (located next to the Bovard Administration Building).

INSTRUCTIONS FOR FAMILY AND GUESTS

General Guests

Doors will open at 8:00 a.m. for all guests at the north and south side entrance of the Galen Center on Figueroa Street.

Tickets are not required. Seating is on a first-come, first-serve basis; guest cannot sit in roped off areas and cannot reserve seats.

All guests attending the commencement ceremony at The Galen Center will be required to go through metal detectors upon entrance of the facility.

Please note the Galen Center enforces a **clear bag policy** ([click link](#) for additional details).

COVID Safety Protocols

All attendees must conduct a self-health screening prior to attending. If you have any symptoms or are currently in isolation/quarantine period due to a recent infection or exposure, you may not attend.

Currently there are no restrictions or limitations for visitors coming to campus.

All COVID policies are subject to change.

While masks are not required for this event, we ask that attendees, vaccinated or unvaccinated, consider wearing them for their own protection and the protection of others when not actively consuming food or beverage.

Please note that protocols are subject to change. Information on protocol updates will be communicated to guests by email or other appropriate mechanism.

Aisle Ways

For the safety and enjoyment of all in attendance, guests are expected to keep all aisles clear and remain seated in the guest seating area. **Guests who refuse to keep these areas clear may be subject to ejection from the arena.**

Medical Emergency

In the event of a medical emergency during the ceremony, guests should contact the nearest usher or security guard for assistance.

Photography

We have arranged for Grad Images to take photos of each graduate (when receiving “diploma”/ shaking hands with the Dean). **Due to safety precautions guests WILL NOT be permitted on the arena floor, stage, or in the aisles for photography or videotaping.**

End of the Ceremony

During the recessional, we ask that guest remain in their seats until all graduates have exited the arena.

GALEN CENTER VISITOR GUIDELINES

PROHIBITED ITEMS

- All non-clear Bag, Backpacks, Hard or Soft Coolers or Baskets and Bottles or Cans (see [Clear Bag Policy](#) for permitted bags)
- Alcoholic beverages and Illegal Drugs
- Outside food or drinks
- Weapons including Firearms, Knives, Explosives, Fireworks and Laser Pointers
- Professional cameras, (lenses longer than 3”) or Video and/or Audio Recording Equipment
- Banners, Sticks and Poles, Inflatables, Umbrellas, Balloons, Strollers and Folding or Beach Chairs
- Horns or other Noisemakers, Musical Instruments or Large Music Players (Boom boxes)
- Frisbees, Balls, Skateboards or Hard Fruit
- Pets (Service Animals OK)

GUEST CODE OF CONDUCT

In order to ensure a safe and celebratory environment, we ask that guests refrain from the following behavior at all events.

- Profanity or other offensive language, whether spoken or appearing on apparel
- Smoking, other than in designated areas
- Intoxication or excessive alcohol consumption
- Bringing prohibited items into the venue
- Throwing of items or liquids
- Entering the playing field or court at any time
- Fighting or other threatening behavior
- Failure to retain ticket and/or present it to event staff if requested to do so
- Resale of tickets at the venue
- Violation of state or local law

All guests are encouraged to report inappropriate behavior to management personnel. We welcome your help in our efforts to provide an enjoyable experience for all guests.