



Cecil C. Humphreys School of Law

## SPRING 2023 LAW COMMENCEMENT CEREMONY INFORMATION

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## TIME & PLACE

Saturday, May 13, 2023  
The Orpheum Theater  
203 S Main Street  
Memphis, Tennessee 38103  
3:00 p.m.

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 1:45 p.m. on May 13.

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

Graduates should 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.

## LOBBY PHOTOS AT THE ORPHEUM

The exterior doors to the Orpheum will open at 12:30 p.m., only for graduates to quickly take interior photos and then immediately exit. The exterior doors will open to the public at 2:00 p.m., and the interior doors to the auditorium will open at 2:15 p.m.

Each graduate will be permitted to come inside the auditorium lobby with one person who can take photographs beginning at 12:30 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.

## PHOTOS AT THE LAW SCHOOL

There will be limited opportunities for photos inside The Orpheum, so graduates should plan to take family and group photos at the law school or elsewhere before or after graduation.

We have identified and marked [several locations](#) around the law school that are good places for taking graduation photos. Graduates are encouraged to use these locations to take photos with friends and family during the weekend of graduation.

To avoid disruption to those taking exams during this time, we ask that you not bring outside friends and family for graduation photos into the law school until after 4:30 p.m. on Friday, May 12, which is when we expect the last exam to be completed.

## RSVP TO GRADUATION

Please RSVP for graduation [here](#) by Wednesday, May 3. 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 Adams - Kirk** will follow the stage party and faculty down Aisle 3.
  - b. **Graduates Klovile – Zant** 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 when you pick up your graduation regalia – **DO NOT LOSE IT**).
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 receive a diploma cover from Dean Schaffzin and President Hardgrave. Note: there will not be a diploma inside. A photographer may also 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 later.
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 Adams - Kirk** will follow the faculty out down Aisle 3.
  - b. **Graduates Klovile – Zant** will then follow the first half of the graduates out down Aisle 3.
11. You are free to leave immediately after the recessional and may keep all your regalia.

## ORPHEUM 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 1:00 and 3:00 pm on May 13. 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 one parking placard when you pick up your regalia. If you don't need your parking placard, please return it to the library to be given out to other graduates who may need additional parking passes.

We may have a very limited number of additional placards available on a first-come, first-served basis. We will provide second placards on a first-come, first-served basis. If there are any remaining placards after second placards are given out, graduates may request a third placard.

Graduates may also inquire at the garage on the day of graduation about whether you may purchase parking for additional cars at the \$5 law graduation parking rate. The garage indicated that it was possible spaces would be available, but that they would not reserve additional spaces for us. Graduates and their families who want to purchase parking for additional cars will be expected to show a Memphis Law ID or parking placard.

## 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 2:00 p.m., and the interior doors to the auditorium will open at 2:15 p.m.

- **Graduates Adams - Kirk** will process into the Orpheum down Aisle 3.
- **Graduates Klovile – Zant** 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](#).

## GRADUATION PROGRAMS

We anticipate having sufficient commemorative graduation programs to accommodate all families. However, if you have a large family in attendance, please share programs amongst your group so that we can be certain that all families will receive programs.

## GRADUATES WITH ACCESSIBILITY NEEDS

If you are a graduating student and have an accessibility need 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 possibly again when Dean Schaffzin gives you an (empty) diploma cover. 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.

## ALCOHOL

Alcohol is not permitted at the venue before, during, or after the graduation ceremony.

Do not bring alcohol with you to graduation, and do not come to graduation intoxicated.

## LIVE-STREAMING

We will live-stream 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.

## INVITATIONS

The law school does 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 order invitations for the law ceremony on May 13.

## NAME PRONUNCIATIONS

If your name is difficult to pronounce, complete **this form** by Tuesday, April 25, 2023, 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 PICKUP

We anticipate that regalia will arrive at the law school on Wednesday, April 26.

Beginning on Thursday, April 27, you may pick up your regalia (tam, tassel, gown, hood) at the reference desk in the Law Library.

Pickup hours are:

- Mondays – Thursdays from 7:30 a.m. – 6:00 p.m.
- Fridays from 7:30 a.m. – 5:00 p.m.

**All regalia must be picked up by Wednesday, May 10, 2023 at 6:00 p.m.**

This year's regalia will be "keepsake" regalia, which means you will be able to keep your tam, tassel, gown, and hood after graduation.

**Bring your entire regalia packet with you to graduation. At graduation, you will process with your hood and pronunciation card into the Orpheum theater and take it with you to the stage for hooding.**

**We will not have extra regalia at graduation, so please be sure to double-check that you have everything.**

## CERTIFICATE & PRO BONO CORD PICKUP

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. These cords should be packed with your regalia.

Please check at regalia pickup to ensure it has been included.

## REGALIA PICKUP FOR OTHER GRADUATE DEGREES

If you are graduating from another graduate program the University of Memphis this May, you will pick up your regalia for your other degree according to main campus's regalia pickup instructions, which should have been emailed to you. We will only have law regalia available for pickup at the law school.

## 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 in the first year after graduation.

For any other commencement related questions or concerns, please contact us at [lawgraduation@memphis.edu](mailto:lawgraduation@memphis.edu).

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