

MVNU Drive-Up Commencement Instructions Saturday, July 25, Traditional Program

Pre-Trip Planning

- Please be aware of the following:
 - Graduates and families must attend in the same vehicle. One vehicle per graduate is allowed, and all passengers should be wearing seatbelts. Motorhomes, limousines, and buses are not allowed. Students and guests may not ride in the open bed of a pickup truck.
 - Social distancing is required. Graduates and families should observe standard social distancing when interacting with non-family members.
 - Changing rooms indoors that allow for social distancing cannot be safely provided.
 - Graduates should arrive in regalia or be prepared to put it on in or near their vehicles.
 - Masks are required for graduates and families while they are outside of their vehicle, with the exception of graduates crossing the stage.
 - In the event of rain, the graduate will need to bring an umbrella. Ceremonies will run as planned.
- Note that ceremonies will be conducted by school, on the following schedule:

9:00 a.m.	Group 1: School of Nursing and Health Sciences; School of Christian Ministry
11:00 a.m.	Group 2: Jetter School of Professional Studies
1:00 p.m.	Group 3: School of Natural and Social Sciences
3:00 p.m.	Group 4: School of Arts and Humanities
- A **Name Announcement Card** will be mailed to each graduate by the registrar's office on July 15. This card will be required for entrance to campus.
 - This card will have the graduate's name, degree, and Latin honors. It will be used to read the graduate's name during the ceremony.
- Graduates and families should plan to arrive to campus 30 minutes prior to their ceremony start time.

Upon Arrival:

- Graduates and families should refer to the **2020 Commencement Traffic & Parking Plan Map**.
- All incoming traffic will be directed to enter campus at the Welcome Booth located on the north side of the Chapel off Martinsburg Rd/State Route 586.
- All vehicles will be stopped to check in with Campus Safety Officers at **Location #1**.
- Each vehicle will then be directed by Campus Safety to the appropriate location based on the ceremony indicated on the Name Announcement Card.
 - The next ceremony's commencement group (according to each group's allocated start time) will stage in the North Chapel lot designated as **Graduate Staging** on the **2020 Commencement Traffic & Parking Plan Map**.
 - Individuals without their Name Announcement Card will be directed to the Jetter parking lot "**Help Tent**" for a new Name Announcement Card.

- Those arriving more than 30 minutes prior to their ceremony time will be directed to the **Oakwood** lot. They will be moved to the North Chapel Graduate Staging lot at their corresponding ceremony time.
- When directed into the North Chapel parking lot, drivers should pay close attention and follow the parking attendant's directions to keep the process moving smoothly.

The Drive-Up Service

- The service will be broadcast live on WNZR (90.9 FM).
- Live video feed will be available at www.mvnu.tv for off-campus viewing.
- Once commencement begins, attendants will direct vehicle drivers to stop at **Location #2** on the pavers in front of the chapel to begin the drive-up service.
 - The graduate will exit the vehicle with their Name Announcement Card. The graduate will hand the Name Announcement Card to the academic marshal upon exiting the vehicle.
- The vehicle will proceed to **Location #3**, where the family/guests can photograph their graduate receiving their diploma.
 - Owing to safety concerns, no hand-shaking or hugging among non-family members is allowed.
 - Graduates will receive a packet after they cross the stage.
 - Nursing, Communication Sciences and Disorders, and Health Sciences graduates will receive their pin during the ceremony.
 - Vehicle occupants may take photos of the graduate but *must remain inside the vehicle*. A contracted professional photographer will capture a picture of the graduate with the president.
- The vehicle will then move on to **Location #4** (graduate pick-up).
- Graduate will re-enter their vehicle. A Campus Safety officer will ask if the participant will be attending the parade or exiting the campus at this time.

Parade/Exiting Campus

- Graduate vehicles exiting *prior* to the parade will follow parking attendant's instructions for the departure route.
- Graduate vehicles participating in the parade will follow parking attendant's directions to park and stand by in the South Chapel Lot.
 - MVNU President Dr. Henry Spaulding and Sharon Spaulding will lead the parade in their black Suburban through the campus parade pre-planned route as noted on the map. Please follow the route as outlined.
- Graduates and families are asked to maintain social distancing guidelines if they take pictures on campus. Photo location opportunities will be designated at the end of the parade route.
- Once the parade has ended, all vehicles will exit the campus through the back gate and onto Cougar Drive/Yellow Jacket Drive.
- Graduates will exit the campus at least 15 minutes before the next commencement ceremony begins.

Restroom Details

- Restroom facilities are located at the North and South Chapel entrances, Clarence and Jenny K. Moore Center, Morrison Facilities Building, and the Jetter Business building.
- Only one family group will be permitted to access the restroom facilities at a time. Those waiting will remain outside the building until directed by a building attendant to enter. This will enable all parties to maintain required social distancing and the attendants to fully disinfect the facilities between uses.

Other Items

- Bottled water will be available at each restroom location.
- Face coverings are required while individuals are outside of vehicles on the MVNU campus. Attendants will be happy to provide masks as requested.