

# SHRS Spring Afternoon Ceremony Information

Saturday, April 27, 2024, at 2:00 pm.

## Soldiers and Sailors Memorial Hall & Museum

4141 Fifth Avenue, Pittsburgh, PA 15213

**(Doors open at 1:00 p.m. Students must be lined up by 1:45 p.m.)**

The ceremony will last approximately 2 hours.

**Tickets are not required for admission. (maximum of six guests)**

Regalia is required to participate. See information on page 2 on ordering and receiving your regalia.

**Before Saturday, April 13, 2024, record your name for the Name Announcer in NameCoach.**

**Click [here](#) for more information.**

This ceremony will include students from the Undergraduate and Graduate students (including PHD's) from these Departments: Communication Science and Disorders, Health Informatics, and Sports Medicine and Nutrition.

We will be **livestreaming** the event on our [SHRS Facebook page](#).

Names of students present and not present will be announced.

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To officially submit your **RSVP to attend or NOT to attend**.

**click on the link in your email invitation by Wednesday, March 22.**

**If you RSVP to attend, your name will be added to the student lineup procession and a seat will be reserved for you.**

**VERY IMPORTANT: If you can no longer attend after you have RSVPed, inform Kellie Beach ASAP at [kbeach@pitt.edu](mailto:kbeach@pitt.edu) so that the lineup and seating can be adjusted.**

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## **Maximum Number of Guests Per Student**

**Each participating student may bring a MAXIMUM of 6 guests.** We will not be requiring tickets.

- In your RSVP, please indicate the number of guests you plan on having in attendance. Students and children under the age of 2 are not to be included in this count.
- Students are not to be included in the 6-maximum limit; this is guests only.
- Seating is on a first-come, first-served basis.
  - Seating and parking accessibility information is listed below under [Soldiers and Sailors Memorial Hall](#).
  - **Please note any seating accessibility needs in your RSVP.**
- Standing in the aisles is not permitted due to the building fire codes.
- Guests are NOT permitted to bring balloons into the auditorium due to the high ceilings.

**[OIS Fact Sheet about inviting friends / relatives to the U.S.:](#)**

**<https://www.ois.pitt.edu/sites/default/files/docs/InvitingFriendsandRelatives.pdf>**

If you have any additional questions, you can reach out directly to OIS: Email: [OIS@pitt.edu](mailto:OIS@pitt.edu) / Phone: +1-412-624-7120

## Regalia Set (Gown, Hood, Cap & Tassel)

All participating students are required to purchase and wear regalia for the SHRS ceremony (April 27) and the Undergraduate Commencement (April 28).

Regalia can be pre-ordered until April 3, 2023. If you miss the pre-order deadline of April 3, you can purchase regalia at [Graduation Central](#) on April 9 & 10. See other attachment included with your invitation on [Ordering Your 2024 Regalia and Additional information](#).

If you have any questions regarding regalia, please visit or contact the [University store](#).

## Recording Your Spoken Name- Due Before Saturday, April 13, 2024

To ensure the graduates' names are correctly pronounced as they walk across the stage, students will be asked to record their spoken name on the NameCoach website [using a designated link](#). The NameCoach link will be provided below and will be in the students' RSVP confirmation email.

### Tips for using the NameCoach Site:

1. If the student has previously recorded their name on this website click on the **Already registered on our site?** link, located at the bottom on the webpage and **Log In**.
  1. Use the Forgot Password option, if needed.
  2. The past recording will **automatically** be saved. The student will see a green banner confirming **the name was successfully recorded**. No additional recording will be needed!
2. If the student is new to NameCoach, the student will complete the required fields and we suggest choosing the **Phone** option to record their name. Once recorded, click **Submit and Finish**.

Click on this link (<https://name-coach.com/record/27D0FA>) to go to the NameCoach page.

- ❖ If you have any questions concerning NameCoach, contact Lori at [LAK103@pitt.edu](mailto:LAK103@pitt.edu).

## Soldiers and Sailors Memorial Hall

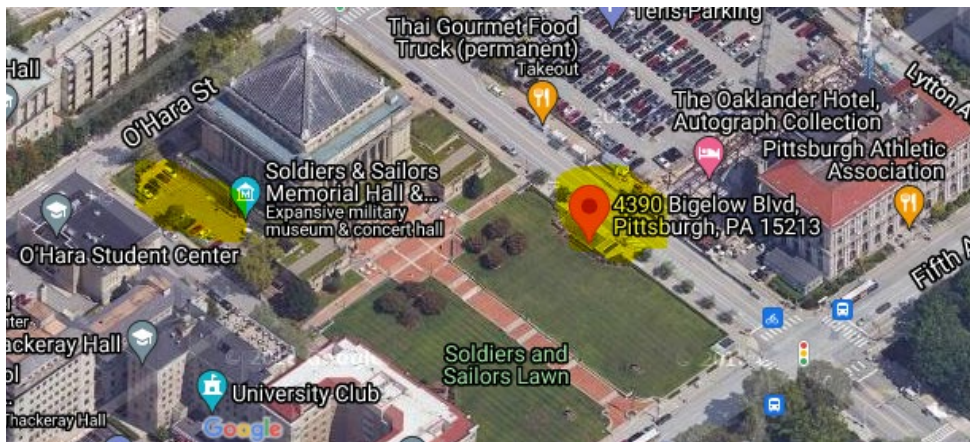
Soldiers and Sailors Memorial Hall and Museum is a National Register of Historic Places landmark in Pittsburgh. It is the largest memorial in the United States dedicated to honoring all branches of military veterans and service personnel.

Please visit their website for more information: <http://soldiersandsailorshall.org/>.

## Parking and Guest Accessibility

Paid parking is available on the street or in the [parking garage](#) located under Soldiers and Sailors. **Please note** there is no physical connection or elevator from or between the garage and the Hall. You must walk outside the garage to enter the Hall.

- Soldiers and Sailors Parking Garage hours are 8 a.m. to midnight. It is located at 4390 Bigelow Blvd.
- It's a \$5 flat fee to park there for the day. (Note: Pitt does not accept American Express credit cards.)
- All vehicles must enter on the Bigelow Boulevard side entrance (the University Place side is lease only).
- Guests with disabilities (wheelchair or limited walking) may park on the top (first floor) of the garage. Please specify this to the attendant when entering.
- **Guests with disabilities may also be dropped off at the Soldiers and Sailors outdoor parking lot located at the corner of O'Hara Street and University Drive. There is a wheelchair ramp in the lot that enters directly into the building. This lot is only for drop off. NO parking is permitted in the outdoor Soldiers and Sailors parking lot.**



For other parking garages [Click here to view Visitor Parking Brochure from University of Pittsburgh](#)

### **Accessibility inside the Auditorium**

Once inside the Auditorium there is a **back row for wheelchairs**, and we will reserve the row in front of the wheelchair row for others to sit with them. **Please note this in your RSVP.**

Accessible restrooms are located on the third level, accessible via two elevators.

### **Photographer**

GRADIMAGES will be taking individual photos of students as they walk across the stage. Once proofs are available online to purchase, students will receive an email from GRADIMAGES to their Pitt email. Graduates will be able to look at their photos, the packages offered and pricing. More information will be provided in the email that you receive after the ceremony.

### **Flowers**

The Commencement Flower Company will be at Soldiers and Sailors selling flowers in the lobby. Flowers may also be pre-ordered through this link: <https://www.thecommcementgroup.com/pitthealth/>

Information can also be found on the [SHRS Commencement website](#).

### **Have questions?**

Kellie Beach, Director of Student Services, Registrar, [kbeach@pitt.edu](mailto:kbeach@pitt.edu)

Lori Kieffer, Assistant Registrar, [LAK103@pitt.edu](mailto:LAK103@pitt.edu)

We look forward to celebrating this milestone with you!