VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

MEMORANDUM FOR FACULTY AND STAFF 06 August 2012

SUBJECT: Matriculation for the Class of 2016

1. MISSION: To conduct a professional, well-coordinated and effective series of events to ensure the successful matriculation of the Class of 2016; and to make the entire process as simple and as easy as possible on the faculty, staff, parents, and new cadets.

2. EXECUTION: Matriculation will be conducted in three phases over a two day period beginning on Friday, 17 August 2012 and ending at approximately 1500 hours on Saturday, 18 August 2012.

Phase I: Begins with the parent and new cadet reception hosted by the Parents Council at Marshall Hall, Center for Leadership and Ethics. See Annex A for additional details.

Phase II: The events for Saturday, 18 August begin at 0700 hours with the new cadets matriculating in Cameron Hall from 0700 until 1200 hours, the Matriculation Fair in Crozet Hall from 0830 until 1300 hours, the Superintendent's Welcome in Cameron Hall at 1400 hours, and ends with the new cadets formation and march off to begin the Training Matrix. See Annexes for sequences of events, diagrams, and additional details.

Phase III: All Post facilities used for Matriculation should be returned for their appropriate use as soon as possible. Proper coordination with site coordinators and Physical Plant personnel is essential.

A. Chief of Staff:

1. Responsible for coordination of all Matriculation events.
2. Responsible for publication and distribution of the Matriculation Brochure.
3. Coordinate setup of Cameron Hall for the Superintendent's Welcome Ceremony.

Protocol Office:

1. Coordinate Superintendent's participation in the Matriculation events.
2. Provide support for VIP guests during this period.

Financial Aid:

1. Assist new cadets and parents with appropriate paperwork.
2. Provide staff from 0645 – 1300 hours to support Matriculation.

Parents Council Liaison:

1. Arrange and coordinate the reception for new cadets and parents at Marshall Hall, Center for Leadership and Ethics.
2. Arrange and coordinate the set-up of the Parents Council support in front of Barracks and at other venues, as appropriate (Cameron and Crozet Hall).

Communications and Marketing Office:

1. Provide for appropriate media coverage and press releases.
2. Brief news reporters and cameramen.
3. Assist parents and new cadets as required.

Admissions Office:

1. Assist new cadets in required paperwork processes.
2. Communicate with new cadets prior to arrival on needed paperwork, travel arrangements, lodging, questions, etc.
3. Assist the scholarship and Institute Honor students with logistics, paperwork and travel arrangements.
4. Assist foreign students with logistics, paperwork and travel arrangements. Foreign students will begin the process at 0700 hours on 18 August 2012.
5. Provide staff from 0645 – 1300 hours to support Matriculation.
6. Designate a staff member to handle matriculation problems and provide feedback to the Chief of Staff as needed.

B. Dean of the Faculty:

1. Provide faculty to staff departmental tables from 0645 - 1300 hours at Matriculation.
2. Provide other academic guidance to departments as necessary.

Registrar's Office:

1. Responsible for matriculation setup of Cameron Hall and coordinates all activities in Cameron Hall.
2. Ensure all new cadets complete registration prior to leaving Cameron Hall.
3. Coordinate with Deputy Athletic Director to complete rat athletes' required paperwork prior to COB, 17 August 2012.

ROTC Coordinator:

1. Coordinate providing ROTC faculty to staff the service tables in Cameron Hall from 0645 – 1300 hours.
2. Coordinate with Reserve and Guard recruiters and Deputy Commandant for Cadet Life to ensure proper set up and control in Crozet Hall at Matriculation Fair from 0830 – 1300 hours.

C. <u>Deputy Superintendent for Finance, Administration and Support</u>:

1. Provide appropriate staff to man required tables in Cameron Hall from 0700 - 1300 hours.
2. Provide other guidance to staff as necessary.

<u>Director of Auxiliary Services</u>:

1. Coordinate meals for parents and cadets through ARAMARK.
2. Coordinate with the VMI Bookstore and PX on hours for Matriculation to best serve the new cadets and parents.
3. Coordinate the uniform items issue required for cadets in Cameron Hall.

<u>Comptroller:</u>

1. Support Matriculation as needed from 0700 - 1300 hours
2. Coordinate with Registrar on specific needs.

<u>Physical Plant:</u>

1. Setup Cameron Hall as directed by the Registrar's Office by 0930, 17 August.
2. Ensure Cameron Hall side roll-up door is open 0600 on the 18 August.
2. Setup Upper level Crozet Hall as directed by the Office of Cadet Life.
3. Setup as required for Superintendent's Welcome in Cameron Hall as directed by LTC Bissell/Mrs. Butner.
4. Ensure sound systems are set up and functioning for the Superintendent's Welcome Ceremony.
5. Develop and distribute the Parade Ground parking diagram and support as required. Parade Ground will open for parking at 0615 hours with attendants manning it until 1400 hours if weather allows. Appropriate signs will be placed to direct parking.
6. Provide 3 vans and drivers for shuttle service from Moody Hall to Cameron Hall (0700 – 1600).

<u>VMI Police:</u>

1. Reserve parking areas and publicize parking plans.
1. Provide traffic control as needed.
2. Provide security post-wide.
3. Coordinate with Lexington Police Department and Rockbridge County Sheriff's Department for assistance as required.

<u>Director of the VMI Museum</u>:

Ensures cadet tour guides are available throughout the Matriculation events.

<u>Post Physician and Director of Cadet Development and Counseling</u>:

Support Matriculation as needed.

D. <u>Commandant:</u>

1. Provide one cadet EMT as needed in Cameron Hall, Crozet Hall, on the Parade Ground, and in Barracks in case of emergency.
2. Provide cadet support as requested.
3. Staff table at Matriculation in Cameron Hall from 0700 - 1300 hours.
4. Conduct Barracks check-in process for the new cadets.
5. Assume control of new cadets at the Superintendent's Welcome.

<u>Deputy Commandant for Cadet Life</u>:
Responsible for setup of upper level Crozet Hall and internal logistics for the Matriculation Fair.

E. <u>Director of Intercollegiate Athletics:</u>

1. Coordinate with Registrar's Office to complete required paperwork prior to COB, 17 August.
2. Ensures that new cadet athletes for football, soccer and cross-country are processed for Matriculation at 0700 hours, 18 August.
3. New cadet athletes should be in gym dyke for all Matriculation events.
4. Staff table at Matriculation in Cameron Hall. Coaches <u>will not</u> remove athletes from the floor of Cameron Hall until they have completed processing and signed the Matriculation Book.

<u>Director of Cameron Hall</u>:

1. Provide Cameron Hall and support arrangements as required.
2. Assist the Registrar in establishing floor set up.

F. <u>Director of Information Technology</u>:

1. Responsible for setup of computers, printers, phone connections as needed in Cameron and Crozet Hall.
2. Provide technical support for processes in Cameron Hall.
3. Provide availability and support for the network and Datatel Colleague in Cameron Hall.

3. <u>Coordinating Instructions</u>:

A. <u>Uniform:</u>

1. VMI faculty and staff members will be in Class B uniform. (Blues version)
2. Cadet uniform will be white blouse.

B. Staff responsibilities for coordination, supervision and execution of this order are:

1. Cadre activities/Barracks check in – LTC Mitch Fridley
2. Matriculation setup and process in Cameron Hall - COL Janet Battaglia
3. Arrangements & setup of Matriculation Fair in Crozet Hall – Col. L.E. Hurlbut
4. Protocol requirements – Mrs. Teresa Thompson

5. Parent Council liaison – Col Bill Grace
6. Traffic control and security – Chief Michael Marshall

C. Requests for cadet support must be submitted to LTC Mitch Fridley NLT 10 August.

5. <u>Annexes</u>:

A. See Annex A for parent and new cadet reception on Friday evening.
B. See Annex B for sequence of events for Matriculation process.
C. See Annex C for Matriculation Fair sequence of events.
D. See Annex D for Barracks Check in Sequence of Events
E. See Annex E for Superintendent's Welcome program and setup diagram.
F. See Annex F for points of contact.
G. See Annex G for traffic control plan.
H. See Annex H for recommended Matriculation Weekend Office Hours.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, US Air Force (Ret)
Chief of Staff

DIST: B C

Annex A
Parent and New Cadet Reception, Center for Leadership and Ethics
17 August 2012

The VMI Parents Council will host a Pre-Matriculation Reception on Friday, 17 August 2012 from 1600 - 1700 hours at Marshall Hall.

Invitations for this reception will be sent to the incoming new cadets and their parents, who will then accept by returning a response sheet and pre-paying for their party.

Once payment is received, tickets are sent to the parents to bring with them, and their names are recorded for cross-checking at the door. The deadline for sending in the money for tickets or canceling and receiving a refund is 3 August 2012.

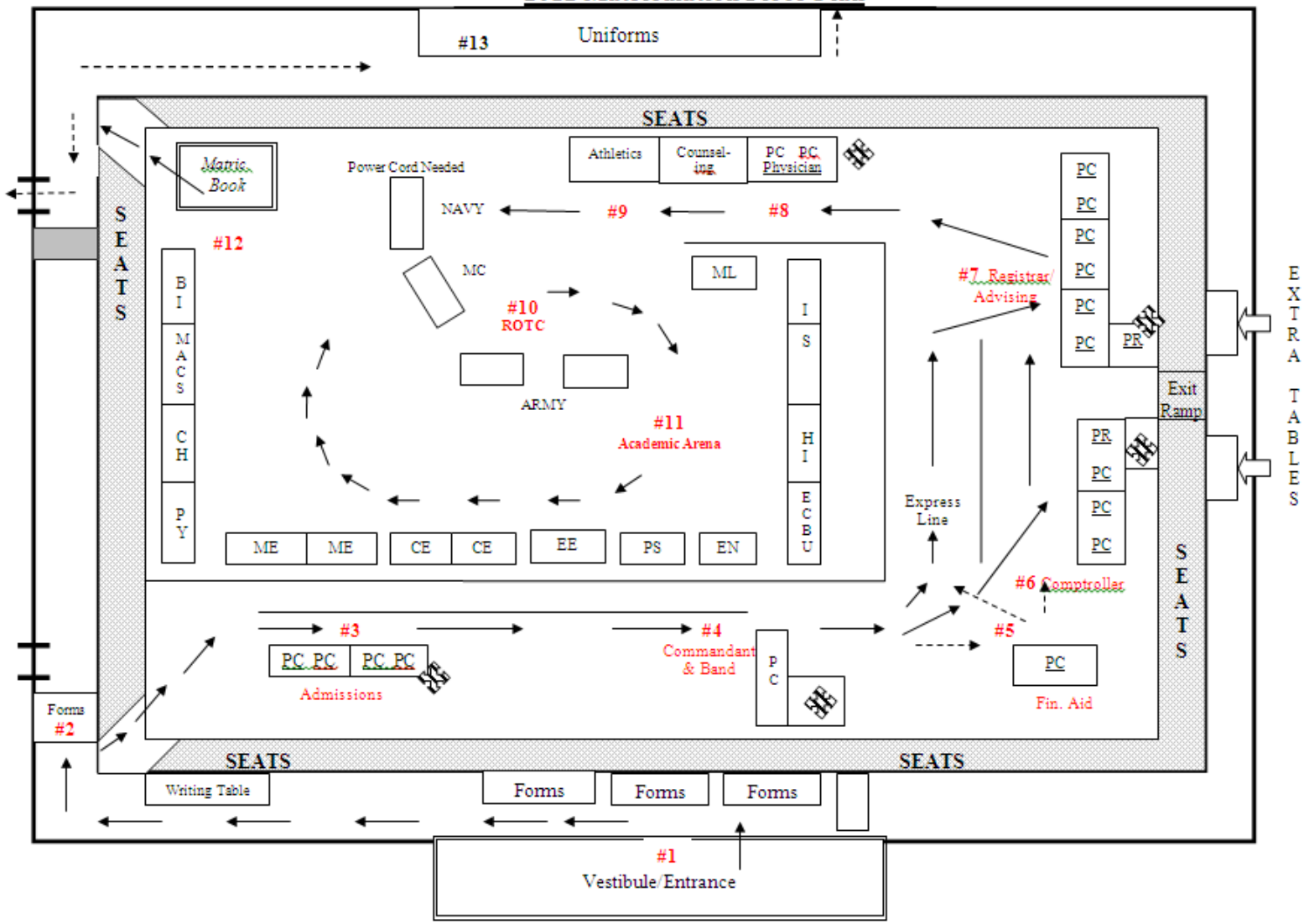
VMI will be represented at the reception by Col William Grace, Superintendent's Liaison to the Parents Council.

Annex B
18 August 2012
Sequence of Events Matriculation, Cameron Hall

0645 hours	Staff, Faculty and cadets report for duty, Cameron Hall.
0700 hours	All stations ready to begin.
0700 hours	New cadet athletes for football, soccer and cross-country and foreign students report to Cameron Hall
0700 hours	New cadet athletes for football, soccer and cross-country and foreign students begin the Matriculation processing.
0730 hours	Other new cadets and their parents begin to arrive and process.
1200 hours	Complete Matriculation process for new cadets.
1330 hours	Cameron Hall floor cleared and set up
1400 hours	Superintendent's Welcome session

***Setup Diagram is attached provided by Registrar's Office**

Cameron Hall
2012 Matriculation Floor Plan



= Phone/Network Connection
(5 TOTAL: 1 Admissions, 1 Commandant, 1 Comptroller, 1 Registrar/Advising 1 VMI Physician)

PC = Computer Workstation
(17 TOTAL: 4 Admissions, 1 Commandant, 1 Financial Aid, 3 Comptroller, 6 Registrar/Advising Support, 2 VMI

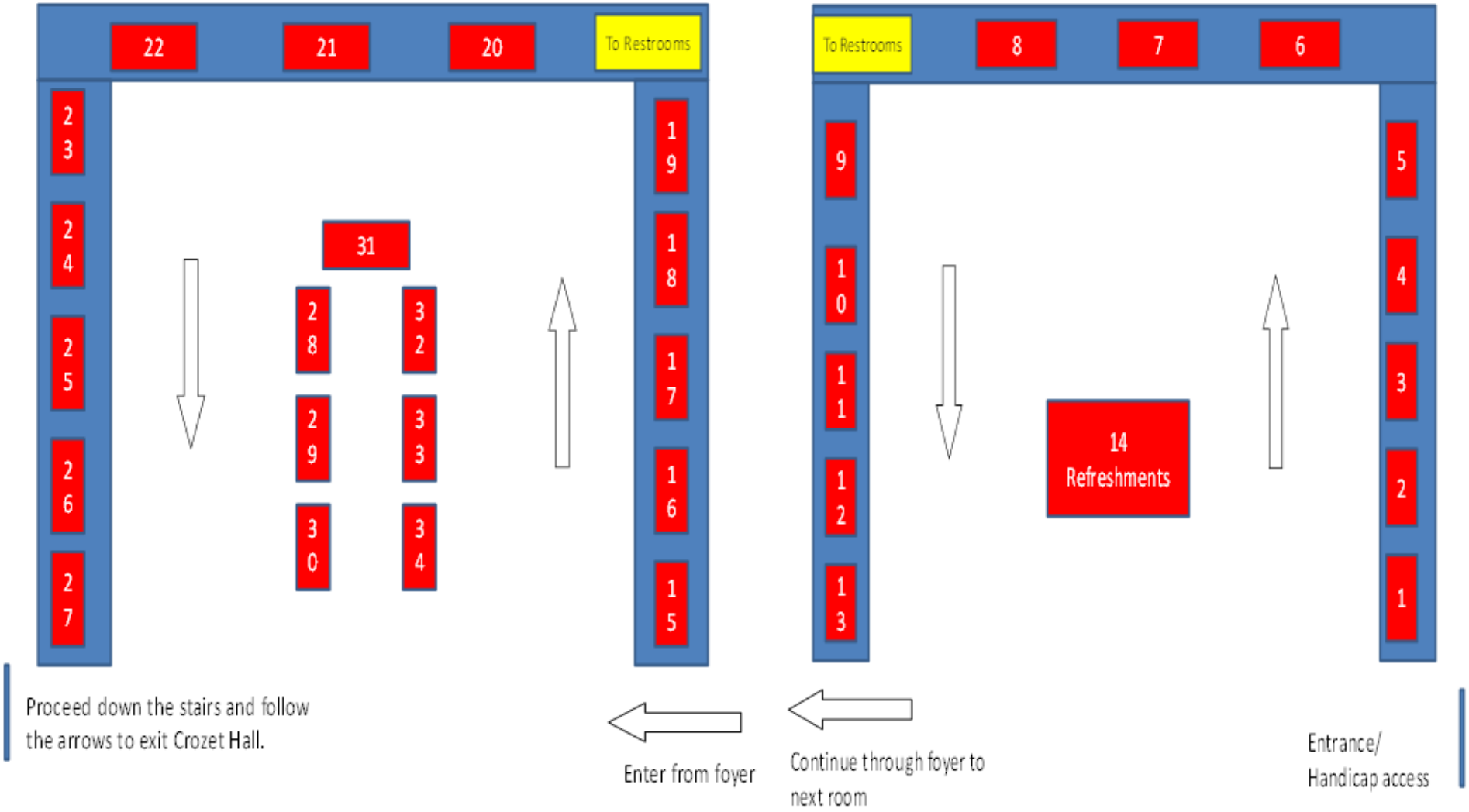
PR = Networked Printer
(2 TOTAL: 1 Comptroller, 1 Registrar/Advising Support)

Annex C
18 August 2012
Sequence of Events Matriculation Fair, Upper Level Crozet Hall

0730 - 0800 hours	Setup in upper level Crozet Hall completed
0830 hours	Doors open
0830 – 1300 hours	Local merchants give out brochures, information packets, etc. Various support departments provide information on services available.
1400 hours	Clean-up of venue

***Setup Diagram is attached provided by Deputy Commandant for Cadet Life**

Matriculation Fair Layout Diagram 2012



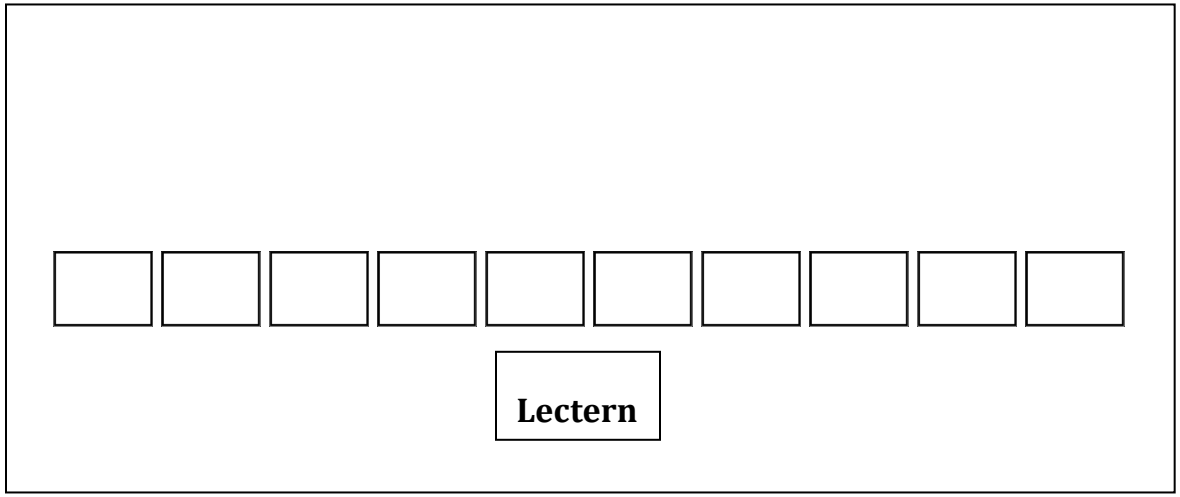
Annex D
18 August 2012
Sequence of Events, Barracks Check-in

0830 – 1330 hours	New cadets may begin checking into Barracks upon their completion of Matriculation process in Cameron Hall and the Matriculation Fair. Commandant's staff will be available for questions and assistance. Barracks check in should be completed before new cadets and parents are seated for Superintendent's Welcome in Cameron Hall at 1400 hours. New cadets should change into their gym dyke in Barracks before going to Cameron Hall for the Superintendent's Welcome.

Annex E
18 August 2012
Sequence of Events and Set up Diagram, Superintendent's Welcome, Cameron Hall

1400 hours	Welcome begins with brief remarks by the Superintendent and introductions of stage party members.
1425 hours	Designated cadets clear floor set-up in preparation for March Off
1430 hours	Regimental Commander will have Cadet Company Commanders call new cadets out by company for formation on the arena floor.
1440 hours	Regimental Commander briefs new cadets and orders Company Commanders to take charge of their units and march the cadets to Barracks.

August 2012 Superintendent's Welcome
Cameron Hall



- Ten wooden Captain Chairs, with row centered, with small wooden lectern, centered on red seats, Main Street side. A microphone should be positioned with a wooden lectern for the Superintendent's Welcome.
- With sound and lighting set-up and ready to test on Saturday, 18 August at approximately 1230, and ready NLT 1400 for program beginning at 1400.
- Once the welcome is finished, cadets will remove the chairs from the floor, leaving the microphone and lectern in place for the Commandant and the Regimental Commander to begin the New Cadet March Out ceremony.

Annex F
Points of Contact

Chief of Staff	Col. Jeff Curtis (7104)
Assistant Chief of Staff	LTC Gary Bissell (7104)
Comptroller	COL Irma Bailey (7270)
Commandant of Cadets Representative	LTC Mitch Fridley (7291)
Communications & Marketing Office	COL Stewart MacInnis (7207)
Counselor, Cadet Counseling	MAJ Clarissa Griffin (7667)
Deputy Superintendent for Finance, Administration & Support	BG Bob Green (7321)
Deputy Superintendent for Academics & Dean of the Faculty	BG Wane Schneiter (7212)
Director of Admissions	COL Vern Beitzel (7211)
Director of Auxiliary Services	Col David Hough (7096)
Director, Center for Cadet Counseling	LTC Sarah Jones (7667)
Director of Intercollegiate Athletics	Mr. Donny White (7251)
Deputy Commandant for Cadet Life	Col. L.E. Hurlbut (7325)
Director of Cameron Hall	COL. Eric Hutchings (7307)
Director of Cocke Hall	COL Jimmy Coale (7317)
Director of Financial Aid	COL Tim Golden (7208)
Director of Information Technology	COL Tom Hopkins (7341)
Parents Council Liaison	Col William Grace (7072)
Post Engineer/Physical Plant	LTC Jay Williams (7357)
Post Physician	Dr. David Copeland (7218)
Protocol Officer	Mrs. Teresa Thompson (7784)
Registrar	COL Janet Battaglia (7213)
ROTC Coordinator	COL William Wanovich (7220)
VMI Police	Chief Mike Marshall (7017)

Annex G
Traffic Control

1. Parking along Diamond Street at Cameron Hall and in the parking lot North of Cameron Hall will be reserved for handicapped guests.

2. No parking will be permitted in front of Cameron Hall as this is reserved as a drop off area.

3. Police Chief will coordinate with other local law enforcement agencies.

5. Physical Plant will develop and distribute the Parade Ground parking diagram.

6. Monitor vehicle unloading in front of Barracks.

Annex H
18 August 2012
Matriculation Weekend Office Hours

Office	Sat 18 Aug	Sun 19 Aug	Sat 25 Aug	Sun 26 Aug
Registrar's Office		0900 – 1400 and on call	0900 – 1400 and on call	0900 – 1400 and on call
Dean's Office		On Call	On Call	On Call
Cadet Counseling	Full Coverage	Full Coverage	Full Coverage	Full Coverage
Student Accounting		0900 – 1400	0900 – 1400	0900 – 1400
Financial Aid		0900 – 1400	0900 – 1400	0900 – 1400
QMD/Military Store	0800-1300 Cameron 1600 – 1900 QMD	0800 – 1700 QMD	0900 – 1400 Military Store	0900 – 1400 Military Store
Faculty/Dept Head		Email Notification	Email Notification	Email Notification
VMI Bookstore		No requirement	0800 – 1600	Closed
Band Director		On Call	0900 – 1400	0900 – 1400
ROTC Departments		On Call	0900 – 1400	0900 – 1400
Athletic Dept/Advising		On Call	On Call	On Call
Physical Education Dept		No requirement	No requirement	No requirement
Armory		0900 – 1400	0900 – 1400	0900 – 1400
Commandant's Office		0900 – 1400	0900 – 1400	0900 – 1400