

# COMMENCEMENT CEREMONY INSTRUCTIONS

**Saturday, May 6, 2017**

**2:30 p.m.**

**Graduates must arrive by 1:30 p.m. as noted below. If you are not present for the processional line up, your name will be removed from the marching list.**

Be present in the Lahue Physical Education Center (Gymnasium) promptly at 1:30 p.m. on Saturday afternoon. Graduates will march in a single line (in a similar order to the processional at the Baccalaureate service). For undergraduate students, tassels are worn on the right and caps are to be worn throughout the exercises, except for the men at times of prayer. For graduate students, tassels are worn on the left and caps are to be worn throughout the exercises, except for the men at times of prayer.

The Processional will move out at 2:15 p.m. Graduates should fill up the seats beginning with the front row. Move quickly, stand close together, and do not leave vacant seats.

## **Procedure:**

1. Main address by speaker
2. Academic Dean will ask graduating class to stand, he will present them to the President
3. President will speak briefly, awarding the respective degrees
4. When the President is finished speaking, undergraduates should take their tassel in the right hand and move it to the left side. Technically, this is the moment of graduation.

## **The order for coming to the platform will be:**

- Associate of Arts
- Bachelor of Arts
- Bachelor of Science
- Master of Education
- Master of Science

The Marshal will direct graduates to the platform steps. The first person should take a position at the top step on the platform and stand there until his/her name is called. The Academic Dean will read each name at the same pace and students will step across the platform to shake hands with the President and receive their diploma. (Graduates will receive their diploma case only). Then, go down the other side of the platform. Follow the instructions of the ushers and proceed back to your seat and be seated.

There will be a recessional.

Following the commencement ceremony there will be a reception for Graduate and Adult Studies students and their guests in The Commons located on the Second Floor of the Mann Student Center. Diplomas can be picked up by students in the Lahue Physical Education Center after the commencement ceremony if the student is certified for graduation with no financial holds.