

COMMENCEMENT CEREMONY INSTRUCTIONS

May 5, 2018

****Turn cell phones off, no texting during the ceremony****

- 1. Receiving Regalia, Honors Awards, and Cords** - Longview Hall will open 2 hours prior to the ceremony (8:00 a.m. for the 10:00 a.m. ceremony and 12:00 p.m. for the 2:00 p.m. ceremony) for students to pick up their cap and gown, registration cards, Honors medals or cords if earned and not received at the Reception. Facilitators will be present to help you move through the lines. Students then move to the Education Building for line-up and final instructions **and are to be in regalia, seated and ready for final instructions no later than 9:30 a.m.** for the 10:00 a.m. ceremony and **1:30 p.m.** for the 2:00 p.m. ceremony. Please leave all personal belongings with family or in a secure place prior to arriving at the Education Building.
- 2. Processional - You will be asked to show the card on which your name and major are printed at line-up.** When it is time for the processional, we will leave the Education Building in one line. *It is very important that you stay in line.*
 - The line marshals will count off the proper number of students for each row. Move quickly and stand directly in front of your seat. Do not leave any empty spaces. You must stay in line throughout the processional. The photographer takes photos of all graduates and an “out of line graduate” ensures that all photos taken from that point on will have the wrong name associated with them.
 - **Remain standing** until after the invocation.
- 3. Hat Rule** – Men, hat on when you march in; hat off for the invocation; hat on for the recessional. Ladies do not remove your hat. The gentlemen on the stage will guide you as to when to remove or replace your hat.
- 4. Everyone Stand with Hat On** - After the speaker is finished, the Provost will ask the candidates to stand. He will present the candidates for graduation to the President or Trustee. After the President or Trustee has declared the graduates worthy of receiving their degrees, the entire class will again be seated.
- 5. Move to Side Area Near Stage** - Your line marshal will ask the first row of graduates to stand. Follow her to the stage area. When most of the first row of graduates has gone across the stage, she will ask the next row to stand and follow to the side area and so on until the entire class has moved across the stage.
- 6. Walk Across the Stage** - You will give your 3x5 registration card to the person reading graduate names and degrees received. Don't rush your walk across the stage. Look at the camera when the President hands you the diploma cover and SMILE (this is when the professional photographer will take your picture). As you exit the stage look for an usher who will be standing beside the row where you are to return.
- 7. Move Tassel** - As soon as all graduates have walked across the stage, the Alumni Representative will ask graduates to stand for induction into the Alumni Association. A part of the induction ceremony is the moving of the tassel from right to left. (Graduates receiving Master's degrees will keep tassels on the left throughout the entire ceremony.) We ask that the moving of the tassel be done as a graduating class. Tassel on the RIGHT when you stand and moved to the LEFT in unison at the end of the induction ceremony.

8. **Recessional** - After the benediction, and after the faculty have recessed, your line marshal will lead you out the side door of the Belcher Center. The faculty will form two lines through which you'll walk so they can congratulate you. Then return to the Education Building where you will return your robe and pick up your diploma and statue. **Note: All robes need to be returned to the Education Building.**

9. **45- Minute Rule** - You will have 45 minutes after the ceremony to secure your Servant Statue. A photo ID is required. You will NOT need to return to Longview Hall.