

Commencement Instructions- Graduate Programs

Commencement Attire

Robe: You will be able to robe when you arrive. Please note, it can get hot and you will be doing a lot of standing and walking, so dress accordingly.

Caps: Your academic cap should be worn so the “mortar board” is parallel to the floor.

Tassels: The tassel should be worn on your left.

Hood: Your hood should be unfolded and carried over your left arm. You will be hooded during the ceremony.

Check-In

Time: Arrive at the college to robe no later than 4:15 PM on Friday, May 17, 2019.

Location: Administrative Building, main entrance, check in and pick up your name card.

Photos: Individual photos will be taken at this time with the photographer.

Family members and guests should select their seats in the chapel.

Name Card

Hold on to your name card. You will hand it to the person at the podium and they will call your name as you get your degree.

Your name card is very important. There is room to write your name phonetically to help the announcer during the ceremony. The card also includes your line position number. The number is your position in the line-up. Line up in numerical order. This is the procession line into the ceremony. This will also help your family watch for you as they follow along in the program.

The Procession

The procession will begin at 5:00 PM. You will be led into the chapel in a single file line. You will walk to the front of the chapel and once you reach the front of all of the pews, you will turn left. You will walk in front of the pews and then left down the side aisle to your seat. We will have people guiding you along the way. Please remain standing for the Invocation.

Commencement Exercises

When it is time to present the degrees, the Dean will say “Will the candidates for degrees in the College of _____ rise and remain standing”. Your College is listed on the name card. Please stand for your College and remain standing. Once the degrees are conferred by the President, the Graduate Marshall will lead the students to the podium to be recognized individually. The line will be led to the back of the chapel and then along the stained-glass windows. When you get to the podium, hand your name card to the representative. Walk to the representative hooding and turn to face the audience; the hood will be placed over your head. Next walk to the Bishop and receive your diploma cover and then shake hands with the President. A picture will be taken at this time. Shake hands with the Board of Trustees representative. Then you will make your way back to your seat from the side aisle. You may be seated.

The Recessional

Once the ceremony has concluded the recessional will begin and the graduates follow the faculty. The faculty will form a receiving line as the graduates exit the chapel.

Family members and guests should remain in their places until the graduates have exited the chapel.

Provost’s Reception

Graduates and their guests are invited to the Provost’s Reception in the Saints Center.

Diplomas

Diplomas are available to be picked up in the lower level of the Saints Center. Please note, if you have not completed all of your requirements for your degree and/or have a balance on your student bill, you will not be able to pick up your diploma.