

COMMENCEMENT INSTRUCTIONS
SATURDAY, MAY 18, 2019
11:15 AM ASSEMBLE
12:00 PM CEREMONY BEGINS

If the decision is made to move Commencement indoors due to inclement weather, it will be announced to the campus community via email, social media, and the College website.

If Commencement is indoors, guests must bring tickets with them to Angela Athletic & Wellness Complex – the rain location. The doors at Angela open at 11:00 am.

ATTIRE

The cap (flat on top of the head, tassel on left front), gown, and hood (velvet band by neck facing out, back opened out to show College colors); black or navy shoes (since an outdoor procession traverses stairs and grass, it is best to avoid high heels).

In recognition of the formality of the occasion, apparel such as flashy jewelry and corsages should not be worn; and caps and gowns should not be further decorated.

Honor cords (for honor societies), award medals and medals given to Presidential Scholars, and approved stoles are permitted.

PROCESSION

The Commencement procession moves at 11:45 am. Lining up does take time (**and the order matters!**) and requires moving the line down stairs (if Commencement is outdoors). **Please arrive no later than 11:15 am.** Trying to find your correct place and hurrying into line right before the procession steps off, makes it more likely that graduates end up in the wrong order – and ending up in the wrong order means that a graduate won't be in the correct place when one's name is called.

If outdoors, graduates will assemble by **11:15 am** on **2nd Floor, Le Mans Hall**.

If indoors, graduates will assemble by **11:15 am** in the **Field House, Angela Athletic & Wellness Complex**, use West Entrance.

The Procession list will be the same for both locations. This list assigns to each graduate a procession number (**L1, L2, L3...**, **R1, R2, R3...**, in the Left or Right lines); and copies will be posted. The list will also be sent out via email.

Names of those graduates who are to start a new row of seats will be designated with an asterisk (*). Those so designated should identify themselves to the Marshal as they come down the aisle into the seats.

The Left (L) line will be seated on the Lake Marian side, if the exercises are held outside, and those in the Right (R) line will end up on the O’Laughlin Auditorium side.

If inside, those in the Left (L) line will end up on the Murphy’s Café side, or East side.

Large signs for the Left and Right lines will be posted either on 2nd Floor, Le Mans Hall, or Field House, Angela Athletic & Wellness Complex.

When graduates arrive at one of these two venues, someone from Student Affairs will be there to check graduates in and to help line up graduates.

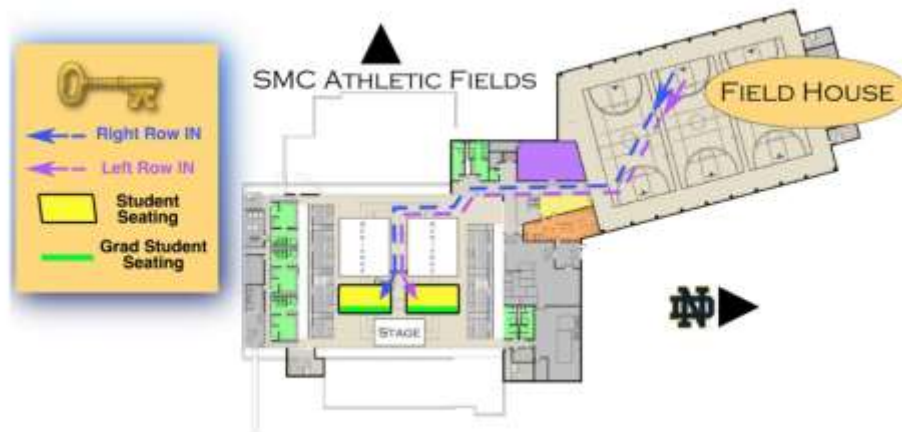
The order will be checked before the procession begins. **If the person immediately before you on the list is missing, leave an empty seat before you, prior to sitting down.**

Once you are lined up prior to the ceremony, please follow the directions of the Marshal.

OUTDOOR CEREMONY DIAGRAM



INDOOR CEREMONY DIAGRAM, ANGELA ATHLETIC & WELLNESS COMPLEX



CEREMONY

A Marshal will instruct graduates when it is time to leave the seats to receive diplomas, and will lead graduates to the appropriate location.

Each row will exit outwards away from the center aisle in the same direction in which you entered. **Whether inside or outside, wait at the top of the stairs until you hear your name called.** Do not move until you hear your name!

As your name is read, move forward, take the diploma in your left hand and shake President's hand with your right; then go down the stairs (if inside, *the other* stairs than the stairs on which you came up).

After receiving a diploma, graduates come down the center aisle and file back into seats.

NOTE: If the name read when you are at the top of the stairs is not your name, stay put, and don't move (eye contact and a quick indication to the reader would be helpful).

In the unlikely event that a graduate receives the wrong diploma, the Registrar's Office will be open following the ceremony for an exchange.

Please do not stop before leaving the stage, as it delays the ceremony for everyone. In particular, no selfies.

RECESSION

The stage party and faculty lead the Recession, followed by the graduates.

If outdoors, the front row of students (on both the right and left sides of the student section) will exit first; and graduates should exit rows to the left.

Students on the right side will cross in front of the left side, and then be joined by the left row graduates to form two rows. **See diagram below.** The procession will disband in front of O'Laughlin Auditorium.

If indoors, the front row of students will exit first, but **everyone should exit to the center.**

Indoors, graduates will go in the reverse direction from which they came in, and will recesses back to the Field House. **See diagram below.**

OUTDOOR CEREMONY DIAGRAM



INDOOR CEREMONY DIAGRAM, ANGELA ATHLETIC & WELLNESS COMPLEX

