



## Class of 2019:

Here is the marshal's information on times, places, actions, and garb for the celebration of your graduation. Please read the information carefully so that we can run the celebration smoothly and elegantly.

A decision will be made by 8AM on Saturday, May 18th if we'll be indoors (Angela) or outdoors for Commencement. If the decision is made to move commencement indoors, it will be announced to the campus community by 8AM on Saturday by email, social media, and the College website. (Note that spectators must bring tickets with them to Angela if the ceremony is indoors, and doors will not open before 11:00 a.m.)

## ATTIRE:

The cap (flat on top of the head, tassel on left front), gown, and hood (velvet band by your neck facing outwards, back opened out to show College colors); shoes sensible for the event (remember you will be using stairs and walking in the grass, so pointy heels are not a good choice), preferably in black or blue. In recognition of the formality of the occasion, items of apparel such as flashy jewelry and corsages should **not** be worn; and the caps and gowns should **not** be further decorated or embellished.

All of the following may be worn: honor cords (for honor societies), the medals given to Presidential scholars, and a single graduation stole recognizing membership and achievement in College organizations. The latter must, however, first be approved by the Office of Student Affairs. If you have more than one, you will need to choose which one to wear. There are no cords or stoles for graduation honors (*cum laude*, etc.); these are announced in the program and when the graduate receives her diploma.

## PROCESSION:

*Note that the procession moves before noon so that everyone will be in place for the ceremony by noon and the event can begin on time. The Commencement procession moves at 11:35.* Lining up does take time (and the order matters!) and requires processing from Angela (if Commencement is outdoors), **So please arrive no later than 11:00.** Trying to find your correct place and hurrying into line right before the procession steps off makes it more likely that you'll end up in the wrong order, and ending up in the wrong order means that you won't be in the right place when your name is called. And that would be **bad (you will get the wrong diploma)**

- Graduates will assemble by 11:00 a.m. in the Field House in Angela. Check in with staff at the table as you arrive.

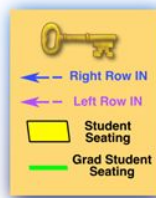
The Procession list assigns to each graduate a procession number (L1, L2, L3..., R1, R2, R3..., in the **Left** or **Right** lines); and copies will be posted in Angela by noon on Friday. The list will also be sent out to you on email as soon as it becomes available. Names of those graduates who are 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). You can tell family and friends that the **Left (L)** line will be seated on the **L**ake side if the exercises are held outside, and those on the **Right (R)** line will end up on the O'Laughlin side. If inside, those on the **Left** will end up closer to Murphy's Cafe, where you may have gone for **L**unch.

Large signs for the **Left** and **Right** lines will be posted in the Field House in Angela. You will line up behind these signs to get the procession into proper order. When you arrive at Angela, someone from Student Affairs and the Associate Marshals (with sashes) will be there to check you in and respond to any questions you have about where you need to be. The order you're in will be checked before the procession begins, but the more you can do as a group to help the marshals, the faster this will go. If the person right before you on the list is missing, leave an empty seat before yours prior to sitting down.

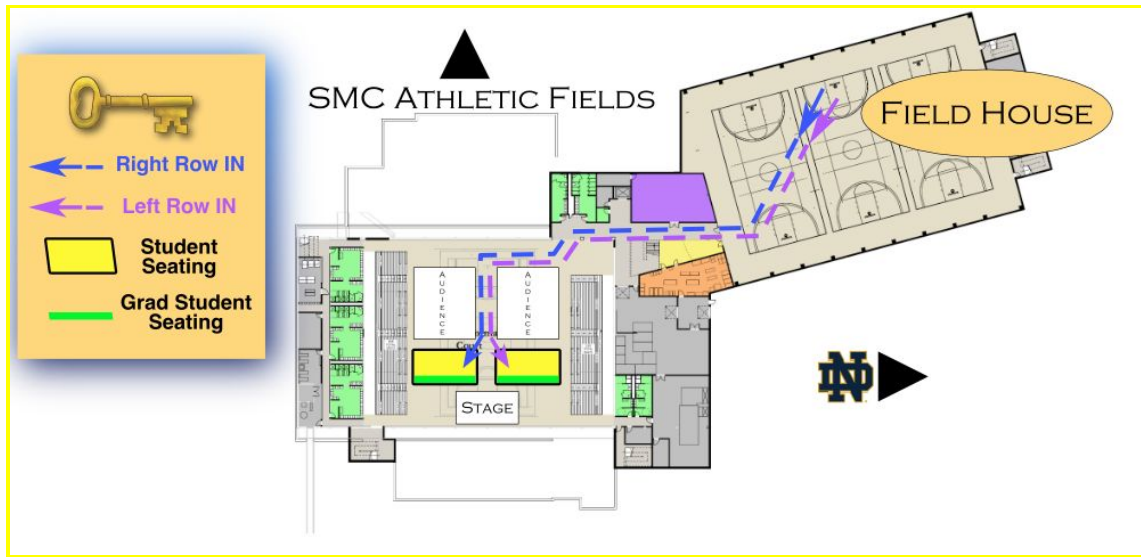
Once you are lined up prior to the ceremony, please follow the directions of the marshal.

- If we are outdoors, the procession (in two lines) will move come up the stairs in Angela, out the front (campus side) door and follow the path shown below into the east (Haggard side) door in a double line. Once in LeMans, the procession will leave LeMans by the south (main) door and split outside (see **blue** and **purple** dotted lines & arrows below) following the arc of the driveway around behind the audience and

then up back towards Le Mans. Seating will be from the center aisle *out*. Once you get to your place, *please sit down right away*. **During the procession, do not get out of order or slow down to take pictures. Please tell family and friends to not plan on pictures on the procession route.**



- If we are indoors, you will assemble and get into line in the Field House at Angela. The procession will be completely in Angela (See the diagram below).



*Any student who anticipates difficulties in going down stairs or in participating in the procession should contact me so that alternate arrangements can be made.*

## **CEREMONY:**

A marshal will instruct you when it is time to leave your seats to receive your diploma and will lead you to the appropriate location. Each row will exit outwards away from the center aisle in the same direction in which you originally filed into your seats. Whether inside or outside, wait at the top of the stairs (either outside or on the stage in Angela) until you hear your name called. ***Do not move from there until you hear your name!*** As your name is read, move forward, take the diploma in your left hand and shake President Nekvasil's hand with your right; then go down the stairs (if inside, the other stairs than the ones on which you came up). After receiving your diploma, you will come back down the center aisle and file back into your seat via the center aisle and be seated.

**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). This doesn't happen often, because we typically have a pretty good idea who's going to be there and who isn't. And in the very unlikely event that you receive the wrong diploma, the Registrar's office will be open following the ceremony for an exchange.

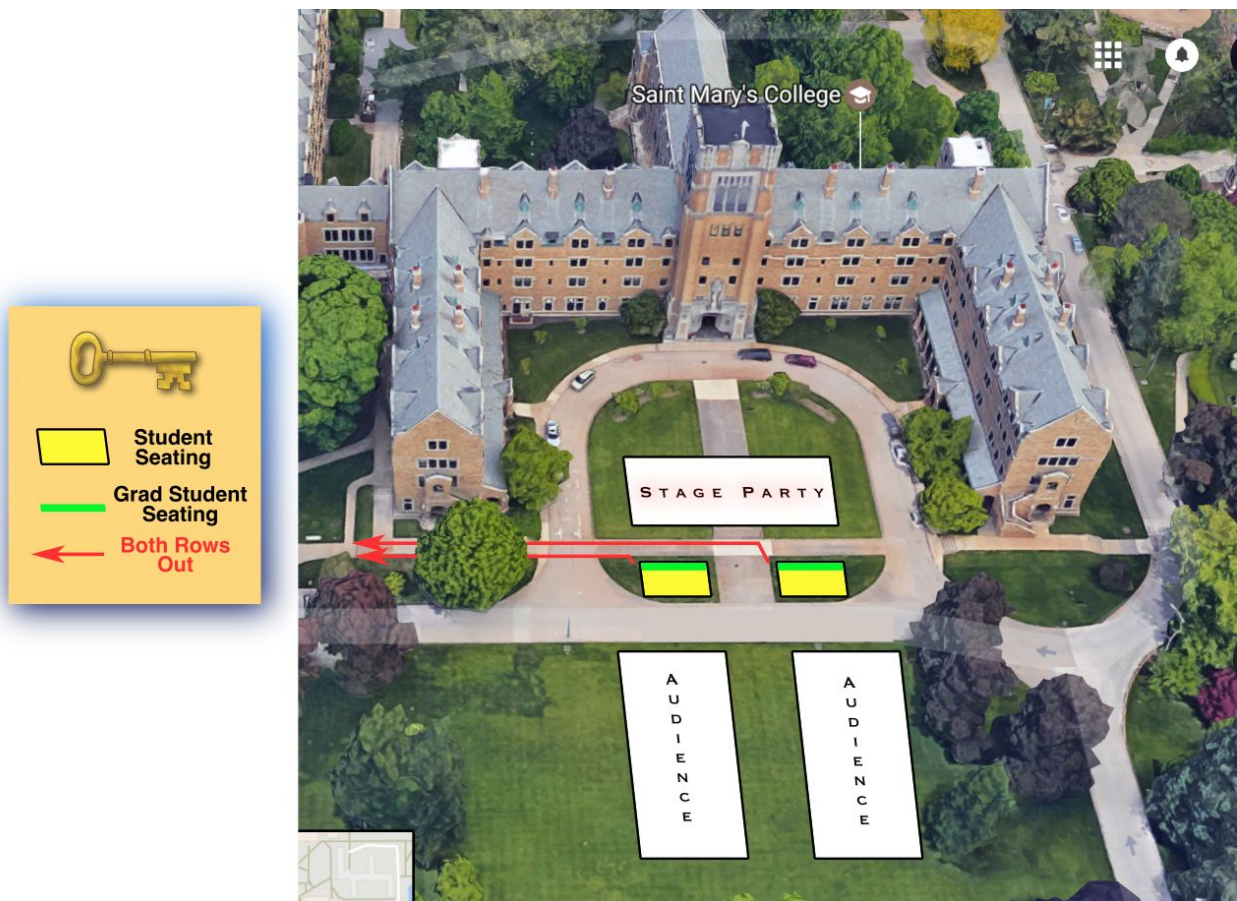
Please do not stop before leaving the stage, as it interferes with the following classmate's reception of her diploma and delays the ceremony for everyone. In particular, no selfies, primal screams, or pauses to bask in the adulation of the crowd are allowed during the reception of the diploma or the processions.

## **RECESSION:**

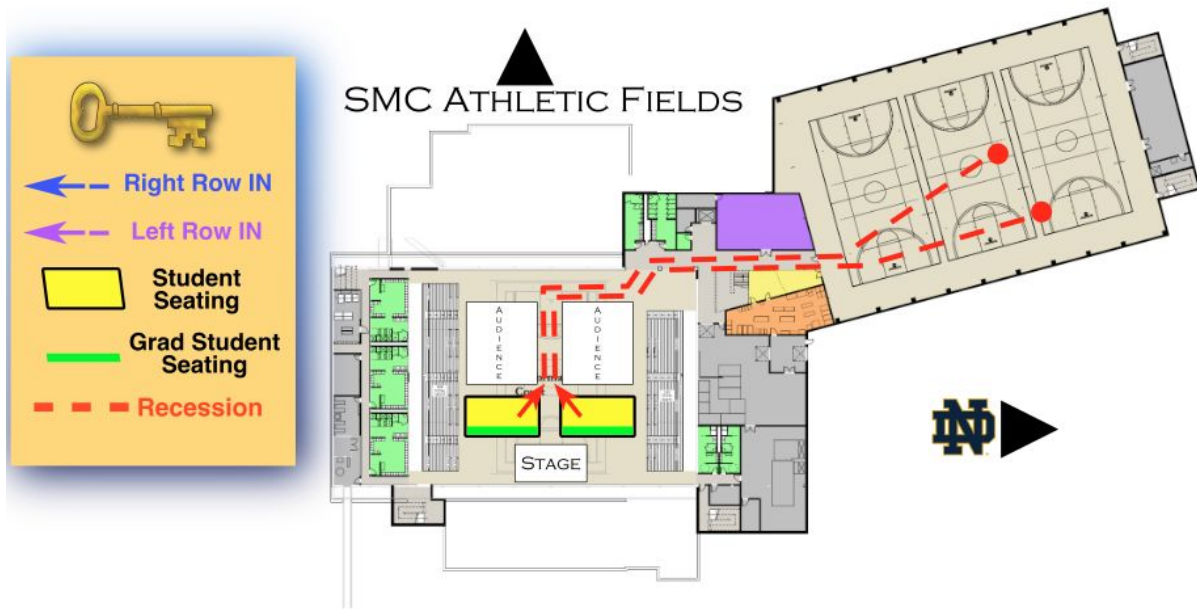
The stage party and faculty lead the recession, followed by the graduates:



- If we are outdoors, the front row of students (on both the right and left sides of the student section) will exit first; and everyone should exit your row to your left. Students on the right side will cross in front of the left side and then be joined by the left side to form two rows. See the **red arrows** in the diagram below
- The procession will disband in front of O'Laughlin, which is where you can meet family or friends.



- If we are indoors, the front row of students will also exit first; but everyone should exit to *the center*.
- Students will go in exactly the reverse direction as the way they came in and recess back to the Field House, where you can meet family and friends. See the **red arrows** in the diagram below.



*Always follow the instructions of the marshals.*

Either outside or inside, please do not **stop** until everyone is out of their seats! If the line stops, your classmates will be stuck in their seats.

**Congratulations to you!**