Instructions for Degree Candidates
College of Business
College of Education
College of Health & Human Sciences
(the actual sheet will be specific per ceremony/college)

Congratulations on your achievements! We want this commencement ceremony to be a memorable one for you, your parents, your relatives, and your friends. In order for it to be conducted with the appropriate stature, style, and dignity befitting the recognition you have earned, we request your assistance and cooperation in carrying out the following instructions:

1. **Report** to Victor E. Court, Convocation Center, in your cap and gown by (actual will be specific). *Do not leave items in the gym, you will not be returning there after the ceremony.*

2. **Name card.** Your college will have a table set at the east side of the gym. Obtain your name card from that table. **DO NOT LOSE THIS CARD.** You will hand this card to a faculty reader before you walk across the stage and receive your diploma cover.

3. **Marching column.** In Victor E. Court, college representatives will assist you in lining up behind your appropriate college and/or degree sign.

4. **Cap and Gown.** Your tassel should be placed on the RIGHT side of your cap. During the ceremony, per instructions from the President, the tassel will be moved to the LEFT side.

5. **Processional.** At (specific time), candidates should be lined up for the Processional. The Processional starts promptly at (specific time) with the platform party and the marching faculty making up the first two groups. Both columns will be seated per instructions from the faculty marshals. Please do not skip chairs or rows.

6. **Remain standing** until the completion of the Processional and the National Anthem. Men, please remove your caps during the National Anthem. **Be seated** upon completion of the National Anthem and men replace caps.

7. **Baccalaureate candidates will rise, as instructed by the faculty marshal,** approach the platform, step onto the stage and hand your name card to the faculty reader. **Graduates will be acknowledged from both the north and south side of the stage.** You will receive your diploma cover and congratulations. **You will proceed to the center of the stage and exit the stage using the stairs off the front.** You will pause for a photograph, and then return to your same row and sit down.

8. **Pictures.** A professional photograph will be taken as you receive your diploma cover. A proof of your picture will be available to view online at [www.gradimages.com](http://www.gradimages.com) a few weeks after the ceremony.

9. **Recessional.** The Flag Bearers will lead the platform party, faculty, and graduates down the CENTER AISLE forming a double column as directed by faculty marshals. The graduates will proceed outside where you will meet your family and guests. (Weather permitting).

10. **Drop off caps & gowns** at the designated places in the staging area at the conclusion of the ceremony.

CONGRATULATIONS AND BEST WISHES TO ALL GRADUATES!!