

Sample Instruction Sheet for Degree Candidates

For Graduate Ceremonies at the NIU Convocation Center

4 p.m. Friday, doors would open at 3 p.m.

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 style and dignity befitting the recognition you have earned, we request your assistance and cooperation in carrying out the instructions outlined below. Please be sure to share them with your guests.

Doctoral, master's, specialist and performer's certificate candidates arrival at the Convocation Center

- Arrive in your regalia. There is no place to change clothing. Your regalia is your entry ticket.
- Please report to the lower level of Victor E. Court.
- **No** food or beverages. **No** bags or purses larger than 6-by-8-inches unless they are clear. It is **not** recommended that you carry your bag through the ceremony unless you have medical needs.
- Don't leave anything in Victor E. Court as you will **not** return there after the ceremony.

Guests' arrival at the Convocation Center

- Students can keep all the guest tickets on their device and escort and scan all their guests when they arrive as opposed to transferring tickets to multiple devices.
- It is recommended that you download your tickets **before** you arrive.
- A guest ticket can only be used one time. Once a ticket has been digitally scanned, it then becomes unusable. There is no reentry.
- No food or beverages.
- No bags or purses larger than 6-by-8-inches unless they are clear. **Policy enforced.**
- Diaper bags — it is suggested that you transfer what you need into a **clear** bag.
- Guests in wheelchairs will get direction to the ADA sections. One guest will be able to sit with that person.
- Guests are not allowed on the arena floor.

Candidate instructions

- Doors open at 3 p.m. for check-in; all candidates must arrive by 3:30 p.m. Late arrivals will **not** be allowed to participate. Please be on time so that you, your family and your friends will not be disappointed.
- Doctoral candidates will pick up name cards at our check-in table in the multipurpose room. Do not lose this card. You will hand this card to the reader before you march across the stage. Candidates will line up by degree. Staff will be on hand to direct you to the appropriate line.
- Master's degree students will pick up name cards at our check-in table in Victor E. Court. Do not lose this card. You will hand this card to the reader before you march

across the stage. Candidates will line up by college then degree. Staff will be on hand to direct you to the appropriate line.

- Processional — when the processional starts, the platform party will go first, followed by our faculty. Students will follow and process up the center aisle in two lines. From the center aisle, marchers on the right will access their row and seat on their right side. Marchers on the left will access their row and seat on their left side. Both lines will be seated per instructions from our faculty marshals. Please do not skip chairs in your row.
- Doctoral candidates will be recognized first. Faculty marshals will direct candidates to the stage. Hand your card to the reader then move to the "x" on the stage and face the audience. Your name and the name of your hooding professor will be read as you are hooded. **No** handshaking or hugging. Proceed across the stage to receive your diploma cover with **both** hands. Continue across the stage, down the ramp on the opposite side, to the photo area in front of the stage and back to your same seat via the center aisle.
- All other degree and Performer's Certificate recipients will be presented next. Faculty marshals will direct candidates to rise, one row at a time, and proceed to the stage. There will only be one line approaching the stage. Present your name card to the reader then proceed to the center of the stage to receive your diploma cover with **both** hands. Continue across the stage, down the ramp on the opposite side, to the photo area in front of the stage and back to your same seat via the center aisle.

Pictures

Arrangements have been made for professional photographs to be taken of each graduate. A proof of your picture will be available to view online at gradimages.com a few weeks after the ceremony.

Recessional

To avoid large crowds in tight lobby spaces, our faculty marshals will lead you out of the arena to exit all the way outside. Please ask your guests to meet you outside or at your cars.



Northern Illinois University

Your Future. Our Focus.