Instructions for Degree Candidates

College of Business
College of Engineering and Engineering Technology
College of Visual and Performing Arts
NIU Convocation Center
Saturday, May 12, 2018, 1:30 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 following instructions:

• **Report to Victor E. Court**, Convocation Center, in your cap, gown, and hood by 12:30 p.m. on Saturday, May 12th. **Do not** leave items in the gym, as you will not be returning there after the ceremony.

• **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 [www.gradimages.com](http://www.gradimages.com) a few weeks after the ceremony. **4. Cell Phones. Students are not permitted** to use cell phones once the processional begins. Turn off cell phones upon leaving Victor E. Court.

• **Name card.** Name Card. Obtain your name card from your college table set up on the east side of the gym. **Do not lose this card.** You will hand the card to a faculty name reader before you walk across the stage and receive your diploma cover.

• **Marching column**. Your card indicates to which sign and position you should report in Victor E. Court. Faculty marshals will assist you in lining up alphabetically. Doctoral students will be brought to the gym in proper order.

• **Cap and Gown**. For baccalaureate candidates, your tassel should be placed on the right side of your cap. During the ceremony, per instructions, the tassel will be moved to the left side.

• **Processional**. At 6:20 p.m. students must be lined up for the processional. The Processional starts promptly at 6:30 p.m. with the platform party and the marching faculty making up the first two groups.
  - **Remain standing until the completion of the processional and the National Anthem. Men, please remove your caps during the National Anthem. Upon completion of the National Anthem, be seated and replace your caps.**

• **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 receive your diploma cover and congratulations. If you do not wish to shake hands, please accept the cover with your left hand and place your right hand across toward your left shoulder. 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, then return to your same row and sit down.

• **Recessional.** The platform party, faculty, and graduates will proceed 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)

Please exit the building as soon as you can so that participants in the next ceremony will be able to enter the Convocation Center for their recognition.