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:

1. **Doctoral Candidates** report to the Media Room, Convocation Center, in your cap and gown by 5:30 p.m. on Friday, May 11th. DO NOT leave items in the room, as you will not be returning there after the ceremony. Once you receive special instructions for the ceremony, you will be escorted to Victor E. Court.

2. **Specialists, Masters, and Performance Certificate Students** report to Victor E. Court, Convocation Center, in your cap, gown, and hood by 5:30 p.m. on Friday, May 11th. DO NOT leave items in the gym, as you will not be returning there after the ceremony.

3. **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 ALLOWED to use cell phones once the processional begins. Turn off cell phones upon leaving Victor E. Court.

5. **Alphabetical staging for degree candidates.** In order to personalize your appearance, it is necessary to organize candidates alphabetically by degree.

6. **Name card.** Pick up your 3 x 5 name card at the check-in table in Victor E. Court. DO NOT LOSE THE CARD. You will hand this card to a faculty reader before you march across the stage. Doctoral students will receive their card in the Media Room.

7. **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.

8. **Cap and Gown.** Your tassel should be placed on the LEFT side of your caps, denoting that you have already received a baccalaureate degree.

9. **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.

10. **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.

11. **Doctoral candidates will be recognized first.** Faculty marshals will direct candidates to the stage. Hand your card to the reader and face the audience while standing on the “X” marked on the stage. Your name and the name of your hooding professor will be read as you are hooded. Proceed across the stage to receive congratulations and your diploma cover. 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. Proceed down the ramp and back to your same seat.

12. **All other degree and Performer’s Certificate recipients will be presented next.** You will rise, one row at a time, and proceed to the stage. Present your name card to the reader then as your name is read, proceed across the stage to receive congratulations and your diploma cover. 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. Return to your seat via the stairs at the front center of the stage.

13. **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)

**Drop off caps, gowns and hoods at the designated places in the staging area at the conclusion of the ceremony.**