

## **For UNDERGRADUATE Commencement:**

**Please arrive at the Koehler Center between 2-2:15 p.m.**

**The procession into Commencement will begin precisely at 3 p.m.** It is important to arrive near 2 p.m. so you can pick up your name card, line up properly, put on your gown, prepare your hood, and let the readers have time to talk to you about name pronunciations.

- a. bring your cap and gown
- b. leave purses and valuables with family members as there's **no place to check them in.**
- c. wear appropriate shoes. We will be walking out to the arch after the ceremony.

When you arrive, check in and you will receive a card that has your name and your seat number and row on one side. If your name may be difficult to pronounce, please write your name *phonetically* (how it sounds) so the reader can pronounce it properly when you cross the stage. You will bring this card when you go up to the stage.

Next, proceed to the photography table to complete a photo card that will assist the photographers with matching your name with your appearance.

### **Directions for processing into Commencement:**

The basic rule is, follow the person in front of you. Row leaders will be indicated when you line up. When you process in, each row leader will go all the way to the end of the row. Each line of march will fill every other row to fill the chairs efficiently. Follow the direction of your assistant marshal so you are in the right row.

### **Assistant marshals who will help you get where you need to be:**

**Mr. Ben Sapp** will be leading the student procession in on the right side. He will also be instructing you when to proceed to the stage.

**Dr. Sarah Fedirka** will be leading the student procession in on the left side and will help guide you into the proper row when you return from the platform.

**Prof. Leah Brant** will be giving you direction about where to stand while waiting to proceed to the platform.

### **Directions for going to the stage for your degree:**

You will be receiving your recognition by degree. When **Dr. Darin Fields** announces your degree, you will rise. After President Fell says the sentence that actually grants the degree, **Mr. Sapp** will instruct the first line of those standing to proceed to the platform steps. **MAKE SURE YOU BRING YOUR CARD TO THE STAGE.** When you get close to the platform, **Prof. Brant** instruct the end of line to move to the aisle on the right side of the faculty.

If you are *not* in that first line that is instructed to come to the platform, then you will sit down until **Mr. Sapp** instructs you to rise and proceed to the platform.

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*What if only part of your row is receiving a specific degree?* Some of the rows of chairs have more than one degree represented. So, if part of your row is moving to the platform, but your degree is not yet recognized, then while the first half of the line goes up to the platform you will slide over to the end of that row so you are in position to go to the platform when your degree is called and it is your turn. If you're in the first half of the line and when you return to your row there are people sitting in your seats, have a seat in the first available chair, because as soon as the next part of the line is called to go to the platform, you'll move back down to your original seats.

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When you go to the stage, the **greeter at the base of the stairs** will look at the back of your card for your TV number, and then instruct you when it is your time to proceed up to the stairs to be announced and to receive the diploma holder. You'll hand your card, with your name face up, to the reader at the podium. When your name is announced you will step onto the stage and then proceed to the center of the stage to receive your diploma holder from President Fell.

Note: you will receive a blank diploma cover. Actual diplomas will be mailed out in a few weeks after grades are in and it is double checked to see that all requirements have been met for your degree.

Accept your diploma cover with your left hand, shake hands with the president with your right hand. PLEASE be gentle in your handshake—President Fell is going to shake about a thousand hands, so make your hand shake gracious, not gripping.

After you receive your diploma case and handshake, proceed to the end of the platform, then **move your tassel from the right side to the left side** to indicate your degree achievement. If you forget to do it on stage, do it after you get to the floor. When you descend the stairs, watch your sleeves and your heels.

After you leave the stage you will have your photo taken in front of a green screen and then you'll return to your seat. Follow the direction of the assistant marshal to get to your correct row and seat.

### **Recessional to the Arch:**

When you processed in, row leaders went all the way to the ends of the rows. When we leave, the principle is **row leader in, row leader out**. Thus, whoever you followed in, follow that person out, and we'll empty the rows out into two lines of march as we recess to the Arch through the west doors of Koehler. Follow the direction from assistant marshals and ushers who will help with the recessional.