

Commencement Instructions

Unauthorized ornamentation will not be permitted.

Please Turn Cell Phones Off

No purses, cameras, etc. should be carried.

PROCESSIONAL ORDER: Follow Marshals in white robes. Walk thru faculty lined up in hall.

Marshal 1 - Associate Degrees - A&S (sit on same row as AS Degree) – SCOB and CFA (new row) - COE (new row)

Marshal 2 - Graduate candidates - followed by faculty

Remain standing for National Anthem and Invocation (men remove mortarboard).

Introductions and Commencement Address

CERTIFICATION OF CANDIDATES: By Degree (AS, BS, MS, EDS) Not by College or row.

Dr. Barron will certify that the degree requirements are met and recommend conferring of degree.

When Dr. Hawkins says, "By the authority invested in me by the State, I hereby confer upon you the degree..."

Move Tassel from Right to Left - Repeat for each degree

PRESENTATION OF DIPLOMAS: "Will the graduates of the Associate Degree please stand and come forward."

Associate Degree: Stand and walk to bottom of stairs. (Ushers will guide.)

Will be repeated for BS in A&S, BS in SCOB, BS in CCFA, and BS in COE. Stand by row.

Climb stairs and hand your card to your Associate Dean - **WAIT** until he/she pronounces your name.

Walk across stage to Dr. Hawkins - Extend right hand to shake and your **LEFT HAND ON TOP** to receive diploma and pause for photo. Shake hands with others and exit stairs to your right. Return to your seat.

REMAIN STANDING until everyone in your row has returned. Sit in unison.

GRAD Students: Hand card to Dr. Barron, walk to center stage for hooding – **Wait.** Walk to Dr. Hawkins.

CLOSING REMARKS: Stand for the Alma Mater and Benediction - (Men remove mortarboard for Benediction.)

Remain standing for Recessional and follow Marshall to exit the arena.

RECESSIONAL ORDER: Associate Degrees, A&S, SCOB, & CFA: Turn **LEFT** and follow Marshal 1 to front left.

COE and Graduate Students: Turn **LEFT** and follow Marshal 2 to back left.

DIPLOMA DISTRIBUTION: After exiting the arena, go immediately to the designated area to pick up diploma.

E-Campus students and summer graduates **must** turn in diploma covers to designated area.