

2014 Graduate Ceremony Directions for Graduation Day

* CHECK IN:

1. Graduates will check in at the Field House—Gym 3 (G118)
2. Graduates should plan to arrive and complete check-in between 5:30 and 6:00 PM.
3. Complete the name announcement/photo card provided at Check-In.

* PRE-RECEPTION:

1. Graduates and guests are welcome to enjoy a pre-reception in the cafeteria between 6-7 PM.

* GUEST SEATING:

1. Guest seating will begin at 6:45 PM.
2. If special seating accommodations have been requested, guests will find their designated seats for floor seating. Entrance to the Performance gymnasium is on the lower level.

* PROCESSIONAL (LINE UP):

1. The arrangement in line is alphabetical; see the number on your card for your position in the line.
2. The President, faculty and other platform guests will lead the processional.
3. Faculty will lead the students into the gym. Leader #1 will lead the first half of the student group; Leader #2 will lead the second half of the group.
4. Students will march in single file (**arm's length/five feet from person in front**).
5. Seating: First half (Leader #1) - sits on right side; Second half Leader #2) - sits on left side.
6. Students are to REMAIN STANDING until faculty leaders arrive at the front of the rows and stand, indicating the time for graduates to take their seats as a group.

* GRADUATES MARCH to the stage for your diploma:

1. The President will invite graduates to come forward to receive their diplomas. The first row on the right side should rise together (directed by Leader #1).
2. First row/right section—move to the right, approach the front on right—while one graduate walks in front of the stage, the next graduate gives the announcer the Name Announcement/Photo card. (If necessary, you may need to help the announcer with the pronunciation of your name.)
3. Receive diploma—extend left hand to receive diploma, shake with your right hand. Use your right hand to move the tassel from right to left side before walking to your seat.
4. To leave—walk move to the left and proceed down the aisle (walk between the bleachers and chairs, all the way behind the graduate seating, up the middle aisle, and back to your row). REMAIN STANDING until everyone in the row is back; sit down together.
5. The left section then approaches on the right. Leader #2 will direct you.
6. Once you exit the front on the left, proceed down the aisle (walk between the bleachers and chairs, all the way behind the graduate seating, up the middle aisle, and back to your row). REMAIN STANDING until everyone in the row is back; sit down together.

NOTE: If you require special seating, please speak with Ravae Anderson before May 10th!

* RECESSIONAL

1. Guests seated on the platform will begin the recessional, followed by the students, and then the faculty.
2. Graduates REMAIN SEATED until Faculty Leaders turn and face you; then all graduates stand together.
3. Graduates are lead out by the Faculty Leaders.
4. Graduates exit in pairs; one person behind each Faculty Leader.
5. The front rows exit first, one graduate from the right side and one graduate from the left side.

CONGRATULATIONS

You will receive your diploma by mail in approximately eight (8) weeks. If you would like your diploma sent to an address other than that originally indicated, please contact Rhonda Kern at 763-433-1362, in the Records Office.