

# Commencement Procedures - Undergraduate

## ACADEMIC APPAREL

- **Unpackage and try on your gown, cap, and tassel well prior to commencement day.** If there are any problems with your regalia, contact the bookstore at 317-955-6314.
- The cap is worn with the front point on the forehead, with the cap almost flat. The tassel hangs over the right front corner then is moved to the left after the degree is conferred.
- Comfortable shoes are encouraged. Decorations, such as jewelry and corsages, should not be worn on the gown.

## ASSEMBLY AND PROCESSIONAL

- All participants in the **MAY 2 UNDERGRADUATE** ceremony must arrive in the Clare Hall Dining Commons **BY 12:45 P.M.**

### **ALLOW EXTRA TIME FOR PARKING AND WALKING TO THE DINING COMMONS**

- **PRIOR TO ARRIVING AT THE LINE-UP SITE:**
  - **Leave personal belongings** with a family member or locked in a secure area. Do not bring them to line-up.
  - **Use the restroom** before arriving as time cannot be allotted for this after the line forms.
  - **Put on your cap and gown** before arriving.
- **Only graduates** should come to the line-up site. Do not bring guests or children to the line-up site.
- When you arrive in the Clare Hall Dining Commons, **go to the check-in table to pick up your name reader card, then immediately find your place in line (number order)**. Use the line-up list you received by e-mail to find your number. Signs will be posted to help you find your place. Stand in a **single-file** line. We will begin processing 10 minutes prior to the ceremony, so be in line at least 30 minutes prior for the line-up check.
- **GRADUATES WHO ARRIVE LATE MAY NOT WALK INTO THE ARENA AFTER THE LINE HAS PROCESSED AND MAY NOT PARTICIPATE IN THE COMMENCEMENT CEREMONY.**
- **Do not change places or stand out of number order.** This will result in you not walking in the order listed in the program.
- The commencement marshal will lead the lines into the arena.
- The processional will be a **single-file line that will walk up the left aisle** and file into the rows, filling in from front to back. **Follow the ushers' direction as they will be counting the number of graduates who can be seated in each row.** File ALL the way down the row you are counted into. The first half of each row will cross the center aisle to the far end of the row. See the commencement diagram for details.
- All remain standing until after the invocation; men remove cap during invocation and benediction.

## AWARDING OF DEGREES

- All candidates rise when the Provost presents the graduates.
- After the presentation, everyone is seated except those in the first student row (both right and left side). **The first student row will rise as one row and file out via the right aisle to go to the platform. DON'T FORGET YOUR NAME CARD.**
- All others are seated until their row is signaled to move. Follow the direction of the ushers, who will release each row and direct you in the correct route. Remember that students on both the left and right side of the center aisle are considered to be one row.
- Prior to going onto the platform, take a diploma cover and **hand your name card** to the reader. An usher will be there to assist and direct you. Begin ascending to the platform.
- As your name is read, cross the platform toward your Dean or Director to briefly shake hands, then continue to President Elsener to be recognized and have your picture taken.
- After passing President Elsener, continue walking and descend. Another photograph will be taken. Then follow the ushers' direction to return to your row and seat by the left aisle. Immediately **sit down** so you do not block guests' view of the stage. Do not remain standing.

## RECESSIONAL

- Stand when the platform party stands. The platform party and the faculty will file out first.
- **Then, beginning with the last row,** follow faculty and staff going out down the center aisle. **Exit back to front** in a double-file line. Ushers will assist you.
- Ushers will direct you toward a location where the line can disperse. Please continue walking as far as the ushers direct you to prevent bottlenecks in the line.

## RETURN OF RENTED ARTICLES

- Gowns that were ordered online and shipped to your home must be returned by mail promptly after commencement using the return label that was enclosed with your shipment.
- Gowns that were ordered from the bulk order regalia at the MU bookstore must be returned to the bookstore in Alumni Hall by 4:30 p.m. on commencement day.
- You may keep your cap and tassel as souvenirs. Gold honors cords for undergraduates receiving academic honors may be kept.

## DIPLOMAS

- You will not receive your diploma at the ceremony. Diplomas will be mailed to you once they are available. The diploma timeline information will be sent to your Marian University e-mail.

## QUESTIONS?

- For general questions, contact [commencement@marian.edu](mailto:commencement@marian.edu).