

# Marian University's Ancilla College

## Commencement Procedures for Graduates

### ACADEMIC APPAREL

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- **Unpackage and try on your gown, cap, and tassel 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 but sneakers or tennis shoes are not permitted. Dress shoes and clothes are required. If you do not have appropriate clothing see Jim Cawthon in The Exchange.
- Decorations, such as jewelry and corsages, are out of place with academic apparel and should not be worn on the gown.

### ASSEMBLY AND PROCESSIONAL

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- Participants are asked to park in lots A & B. Handicap accessible parking is available in lot B and in front of the Chapel entrance.
- All participants must arrive at the line-up site **BY 4:15 P.M.**. Line-up will take place in The Learning 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 personal belongings to the line-up area, as it will not be secured.
  - **Use the restroom** before arriving as time cannot be allotted for this after the line forms. Participants may not leave the line after joining it.
  - **Put on your cap and gown** before arriving.
- **Only graduates** should come to line-up site. Do not bring guests or children to the line-up site.
- When you come to the line-up site, you will receive your name card with your line and seat number. The Associate Director of Registration and Records will ensure the line-up is correct.
  - Students will stand in two lines. Your name card will direct you to the “LEFT” or “RIGHT” line. Stand on your designated side in a **single-file** line. The student in the opposite line with your row and seat number will be your walking partner. You will process into the Chapel with that person. We will begin processing by 4:50 p.m., so you need to get in line promptly by 4:30 for the line-up check.

***GRADUATES WHO ARRIVE LATE, WILL NOT BE ALLOWED TO WALK INTO THE CHAPEL AFTER THE LINE HAS PROCESSED AND WILL NOT BE ABLE TO PARTICIPATE IN THE COMMENCEMENT CEREMONY.***

- **Do not change places or stand out of number order.** This will result in you not being in the right place to walk across the stage when your name is read.
- An usher will lead the line toward the ceremony site.
- The processional will be **two lines that will walk up the center aisle** and file into the rows, filling in from front to back. **Your row and seat number will be on your name card. Each pew will have the row number clearly labeled as you walk up the center aisle.**
- All remain standing until after the invocation; men remove cap during invocation and benediction.

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## AWARDING OF DEGREES

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- All candidates rise when the Vice President presents the graduates.
- After the presentation, everyone is seated except those in the first row (both the left and right sides). **The first row should rise and file out via the left side to go to the platform.** Ushers will assist you.
- All others are seated until their row is signaled to move.
- You will walk up on the left side of the handrail and give your name card to Dr. Neal Knapp at the first podium. **Wait to hear your name read before crossing the stage.**
- Once your name is read you will proceed to the Vice President to receive your diploma cover, take a picture, and shake hands. There will be people to assist you up the steps to the Vice President and then down them if you need assistance. You are not obligated to shake hands.
- You will then walk to Dr. Britt to shake hands. You are not obligated to shake hands.
- Next, walk to Sr. Mary Beth Gianoli. She will present you with your San Damiano cross.
- After passing Sr. Mary Beth, continue walking and descend into the wing. You will remain in the wing until all graduates have crossed the stage. Remain silent in the wing until the next row rises and then file into your seat. An Usher will assist you.

**DO NOT ENTER YOUR PEW WHILE STUDENTS ARE CROSSING THE STAGE.**

## RECESSIONAL

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- Stand when the platform party stands. The platform party and the faculty will file out first.
- **Then, beginning with the first row,** follow faculty and staff going out down the center aisle. Ushers will assist you.

## RETURN OF RENTED ARTICLES

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- **Gowns and hoods 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. You may keep your cap and tassel as souvenirs.
- **Those who ordered their gown from the bulk order (ordered through Tiffany Conner):**
  - will be notified when their regalia arrives. **Regalia must be returned to the Learning Commons directly after commencement.** You may keep your cap and tassel as souvenirs.

## DIPLOMAS

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- You will not receive your diploma at the ceremony. Diploma mailing information will be located online at <https://www.marian.edu/current-students/registrar/graduation-information/diploma-information>.

## QUESTIONS?

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