



# Dear Graduate,

Below are some general points to remember during the Fall 2024 Commencement! You can help us make it a pleasant occasion for everyone by reading the information below.

- 1) Please go to Memorial Gym quickly after checking-in at Auxiliary Gym. You will proceed down the hall towards the south lobby of Memorial Gym. You will then enter the gym from the south lobby entrance.
- 2) A cap and gown, which have been officially designated by the University, are required for the ceremony. The Bookstore is located in Auxiliary Gym to assist you.
- 3) If you brought jackets, purses, back-packs, umbrellas, bull horns, silly string, balloons, etc., these items cannot be taken to the Don Haskins Center. A Coat-Check attendant is located in Memorial Gym. The attendant will give you a ticket, you can claim your items after the ceremony at the Don Haskins Center tunnel entrance.
- 4) The card you will receive on Commencement Day is very important—**DO NOT LOSE IT!** It identifies you to the name reader. The **LETTER** and **NUMBER** in the middle-left of the card is your position in the procession. The **LETTER** refers to the college lines, which are arranged alphabetically from left to right across Memorial Gym. The **NUMBER** is your position in that line. Find your line (A, B, etc.) and then locate your position in that line. There will be College Marshals at the front of your college line to assist you.
- 5) If you RSVP'd late and are having your name read live, make sure to see the reader assigned to your college. They are located in the lobby outside of Memorial Gym.
- 6) Undergraduate candidates, your tassel should be on the **right** side of your cap. Graduate and Doctoral candidates, your tassels should be on the **left** side of your cap. Graduate and Doctoral candidates, please wear your hoods over your graduation gown.
- 7) When the procession leaves Memorial Gym, your college will form a single line. You will be joined by faculty who will lead you into the Don Haskins Center. Please do not stray from your line and position during the procession. The procession will move up the center aisle, at the front of which the faculty will group into the stands. You will follow your Marshal either to the left or right and then down the side aisles to the proper row. You will feel crowded at this point--do not worry there is a seat for everyone. **PLEASE REMAIN STANDING!**
- 8) **GENTLEMEN** will remove their caps, and everyone will remain standing during the National Anthem. Following the National Anthem please be seated.
- 9) Following the Commencement address, the President will ask all candidates to rise to confer the degrees. **Undergraduates, at this time you will move your tassel to the LEFT side of your cap.** You will then be asked to take your seat. The Deans of the Colleges (in the order printed in the program) will ask the candidates in their college to rise and come to the stage. Your Marshal will lead you to the stage. As you come onto the stage, you will give your card to the name reader, who will announce your name as you cross to the center stage to receive your diploma cover and shake hands with the President and your Dean.
- 10) If you are a doctoral student, your dissertation chair will lead you to the stage. As you come to the stage, you will give your card to the name reader assistant. Your name will be announced by the Dean of the Graduate School. You will cross to the center stage to receive your diploma cover and shake hands with the President.
- 11) While you are shaking the President's hand, a second picture will be taken. A third picture will be taken of you at the end of the ramp. The photographer will ask you to momentarily stand in front of the college banners. You will return to your seat and be seated.
- 12) At the conclusion of the ceremony, all graduates will recess through the tunnel. The Post-Commencement Family Waiting Areas are in the parking lot across the street from the tunnel.

**Please Remember that:**

**THE USE OF ACOHOLIC BEVERAGES ON THE PREMISES IS PROHIBITED**



**SAVING SEATS AT THE DON HASKINS CENTER IS PROHIBITED**



**FAMILY MEMBERS ARE NOT ALLOWED AT MEMORIAL GYM**



We greatly appreciate your attention to these very important details. Our sincerest wishes for a very enjoyable Commencement! **Congratulations and best wishes for the future!**  
Registration and Records Office