

COMMENCEMENT CEREMONY

Directions for Graduation Candidates

A commencement ceremony is held at the end of each fall and spring semester. Summer graduation candidates who apply to graduate in August and who complete all requirements may participate in the following December ceremony and are automatically listed in the commencement program. Notification of attendance is not necessary.

PLACE – Auxiliary Gym, PEES Complex (side of Brookside Housing and Soccer/Softball fields)

TIME – 10:00 a.m. (A group picture will be taken at 10:15 a.m.)

REHEARSAL: There is no rehearsal for graduation candidates, so it is essential that all candidates arrive on time. Parents and guests will not be allowed to enter the PEES Complex. At exactly 10:30 a.m. special instructions and the formation of the procession line will begin.

LATE COMERS – Anyone arriving after the formation of the procession line begins will be required to take their place at the end of the line.

WARDROBE:

Men - white shirts and dark ties and shoes; Women - dark shoes and conservative jewelry

1. No chewing gum
2. No dangly earrings or necklaces
3. Cap worn flat on head, not on the back of head
4. Tassel should hang on right side of cap
5. Alterations of commencement regalia are not permitted.

CEREMONY

- You **MUST** pick up a "GRADUATION CARD" upon entrance into the PEES building. The "GRADUATION CARD" not only gives you your number in line but it is the card you will hand to the Academic Vice President to call out your name before crossing the stage.
- At 10:30 a.m. in the Auxiliary Gym, everyone will be directed to form the procession line by the number on your card. The procession line is formed in accordance with the commencement program (alphabetically by degree, major, name). Again, let me stress the need to hold on to your "GRADUATION CARD" – this is the card you will hand to the Academic Vice President to call out your name before crossing the stage.
- Follow the Marshall into arena and to your seat. **REMAIN STANDING** until the Invocation has been given then you may sit down. **MEN:** remove your cap.
- **SPEAKER**
- **AWARDING** of Honorary Degree
- **PRESENTATION TO CANDIDATES:** LISTEN for instructions from the Academic Vice President – he will first call for Master degree candidates by stating, "All candidates for the Masters degree please rise". Wait for the Marshall to indicate for you to proceed to the stage.

When the Master candidates have returned to their seats, he will call for the Bachelor degree candidates by stating, "All candidates for the Bachelor degree please rise". Wait for instructions to move to the stage. The Marshall will lead the FIRST ROW to the stage and the REMAINING GRADUATES MAY SIT DOWN. REMAINING CANDIDATES, WAIT for the Marshall to indicate for your row to rise and proceed to the stage.

Step upon stage and hand your name "GRADUATION CARD" to the Academic Vice President. DO NOT move across the stage until you hear your name! Your preliminary academic honors will be announced at this time. Receive your diploma cover with your left hand and shake hands with your right.

- **CONCLUSION - Platform dignitaries will recess first**, faculty and graduation candidates will exit next. You will recess through the main first floor entrance doors at the back of the arena. Please to prevent confusion and congestion problems, recess completely out of the arena and into the parking lot area before greeting your family and friends.

ARENA SEATING: Commencement ceremonies are held in the Finis Horne Arena on campus and tickets are required. The Ceremony will begin promptly at 11:00 a.m. and entrance into the Finis Horne Arena may not be possible after 10:45 a.m.

In order to ensure that Lander University is in compliance with the State Fire Marshall Code and to maximize the safety, comfort and enjoyment of all who plan to attend the Ceremony, we ask that our guests observe the following courtesies:

1. The Willson Street entrance to the Finis Horne Arena will open at 9:30 a.m. Arrive in time to be seated in the Finis Horne Arena no later than 10:45 a.m.; otherwise, you will be asked to watch the Ceremony in the Cultural Center Auditorium by closed circuit television.
2. Guests with physical disabilities who arrive in time to be seated in the Arena can be dropped off at lower entrance of the Arena and will be accommodated in the appropriate areas. These guests can be accompanied by one attendant.
3. Guests are not permitted to save seats for late-arriving family and friends.
4. Guests are invited to extend to the graduating students the honor and respect of polite applause as each student crosses the stage – befitting a dignified ceremony. We ask that guests refrain from shouting out names or other forms of boisterous behavior until all are invited to make a joyful sound of celebration and congratulation at the end of the ceremony.

PICTURES: For your convenience, we have made arrangements with Classic Photography, Inc for a professional photographer to record the moment you are awarded your diploma. You will receive a passport-sized, full-color proof in the mail after the ceremony. There is no obligation to purchase, and you will have the option of ordering additional packages at very reasonable prices. If you fail to receive your proof, feel free to contact the company at 1 – 800 – 768 – 3987.

This service will enable each student to have a photograph of his or her graduation. Family members and friends are encouraged to remain in their seats and enjoy the ceremony. Personal picture taking can be done after the ceremony.

We are very eager to do everything possible to make this a very memorable occasion in your life. Please advise us of any way in which we may be helpful to you in your preparation.