



Sun Ceremony Instructions

Ceremony Time: Saturday, May 16, 3:00 p.m., *Healy Lawn*

Robing & Assembly: Saturday, May 16, **1:45 p.m.** *as indicated below:*

Bachelor of Science Candidates	
A-G	Reiss 284
H-N	Reiss 283
O-Z	Reiss 281
Bachelor of Arts Candidates	
A-B	Reiss 262
C	Reiss 264
D-G	WGR 311
H-I	WGR 201 A
J-Le	WGR 201 B
Li-Mc	WGR 208
Me-N	WGR 206
O-Pe	WGR 204
Pf-Re	WGR 202
Ri-Sch	WGR 213
Sco-T	WGR 211
U-Z	WGR 203

- **You must report to the appropriate room by 1:45 p.m.** for full instructions and to receive the “name card” from which your name will read as you cross the stage. Members of the Dean’s Office and Registrar’s Office will lead students from the classrooms indicated above to Red Square and the WGR Esplanade to line up the procession.
- **Please be prompt!** Bring with you your cap, gown and hood.
 - Hoods should be carried on the graduate's left arm with the bunting toward the wrist.
 - The tassel on the cap is to be worn on the side of the left eye at all times.
- **The procession begins precisely at 2:40 p.m.** As Chief Marshal, the University Registrar, followed by the Class Marshals (College Marshal, and Marshals for Bachelor of Science and Bachelor of Arts candidates) will lead the procession. Students will proceed in double-file (right and left lines). Ushers will direct students down the center aisle in to the rows of seats so that alphabetical order by degree is maintained.
- **During the ceremony,** candidates for the degrees will be asked to stand according to their major. Students will then be directed by the ushers to approach the ramp on stage right, pass their name cards to the readers, and proceed across the stage. The College Dean will present a translation of the degree and offer congratulations to each student. Students will continue across the stage and exit on the opposite side. After all graduates have crossed the stage, President DeGioia will ask all seniors to rise, will confer the degrees *en masse* and will direct the graduates to put on their hoods and then be seated. The final benediction and closing of the ceremony will follow.
- **Recessional:** The Faculty and Deans will exit the stage first. Then the students will exit down the center aisle from the left and right rows as directed by the ushers, followed by families and guests.
- **Diploma Distribution** will take place on White-Gravenor lawn immediately following the ceremony.



Rain Ceremony Instructions

Ceremony Times: Saturday, May 16, 3:00 p.m., *McDonough Gymnasium* for last names A-K
 Saturday, May 16, 5:30 p.m., *McDonough Gymnasium* for last names L-Z

Robing & Assembly: Saturday, May 16, *as indicated below:*

<u>Commencement Ceremony Part One</u> Last Names A through K 3:00 p.m.	<u>Commencement Ceremony Part Two</u> Last Names L through Z 5:30 p.m.
Students report to the tent by 1:45 p.m.	Students report to the tent by 3:15 p.m.
Families and guests must present Ceremony One rain tickets to be admitted	Families and guests must present Ceremony Two rain tickets to be admitted

In the event of rain, traffic attendants will closely monitor the interior roads and car traffic may be held up to allow for pedestrian traffic approaching the gym. Campus Security Guards will direct pedestrian traffic.

- **Assembly and procession:** Graduates should report to the tent. They should bring their cap, gown and hood. Students should report to the stations marked with the first letters of their last names to receive their name cards. Students should immediately find their assigned seat, according to the number on the name card. The seating assignments put students in the proper order. The College Dean's staff and the Registrar's staff will organize the procession in the tent into double-file lines. The ushers will then direct the procession down the center aisle in the gymnasium.
- **Conferral of Degrees:** An abbreviated form of the ceremony will proceed in order to allow time for the reading of names as students proceed across the stage. Ushers will direct the students up to the stage. After passing their name card to the reader, the graduates will proceed across the stage as their names are read, and then return to their seat.
- **Recessional:** Faculty and Deans will exit the stage first. Then students will proceed down the center aisle as directed by the ushers, followed by families and guests. All will be directed to exit the building promptly, so that people waiting for the next event may enter the gym as soon as the way is clear.
- **Courtesy and patience** will be called for, as there are a great many people leaving and arriving at the Gymnasium between the two ceremonies.
- **Diploma Distribution** will take place in White-Gravenor immediately following the ceremony, as follows:
 - All Biology/Biochemistry/Chemistry/Computer Science/Math/Physics Majors: WGR 1st Floor
 - All Other Majors: WGR 3rd Floor