

Attention!!

All participants

Please take a
moment to read
these 10 steps to
commencement

NO CELL PHONES



Please leave your cell phone with your family or in your vehicle.

If you have your cell phone with you, please turn it off.

Making calls during the processional or ceremony is prohibited.

1

Register in South Cafeteria

- Locate the registration table with the **first letter** of your **last name**
- Retrieve your pre-printed reader card

**Jeremy
Torcivia**

**Jer-ah-mee
TOR-sih-vee-ah**

Email address: jeremy.torcivia@yourisp.com

Please complete the following information. This will be provided to the photographer so that you may receive a proof of your photograph in the mail. There is no obligation to purchase this photo.

Post-Graduation Address: _____

City: _____ State: _____ ZIP: _____

2

Check your card for accuracy

- This is what the reader will use to announce your name as you walk across the stage
- If your name is incorrect, please see the staff person by the far wall
- If your address is incorrect, please cross it out and write the correct information on the back of the card. Pencils are provided on the ledge

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Post-Graduation Address: _____

City: _____ State: _____ ZIP: _____

3

Proceed to North Cafeteria for robing

- If you require assistance in putting on your robe, please move to the opposite end of South Cafeteria from the registration tables and a volunteer will assist you

4

Locate your academic college

- There are signs for each of the academic colleges and a sign for Ph.D. graduates and their advisors
- Please make sure you are standing behind the correct sign
- If you are not certain which college your major is in, there are large posters showing each college and its majors

ARTS &
LETTERS

ENGINEERING
&
TECHNOLOGY

EDUCATION

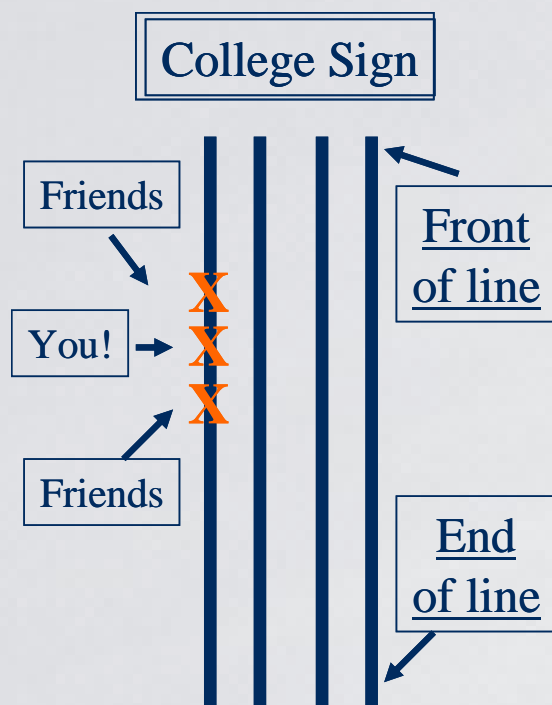
SCIENCES

HEALTH
SCIENCES

5

Form four straight lines

- Line up in 4 straight lines behind your college's sign
- If you wish to sit next to someone, make sure he/she is in front of or behind you, **not beside you**
- Once you are in the arena, you must stay for the entire ceremony
- The ceremony will last approximately 1½ to 2 hours



6

Remain in your lines during the processional

- Remaining in your lines during the processional speeds up the seating process in the arena
- The photograph on the main page of the website will look much better!

7

Fill in *every* available seat in the arena

- The marshals will direct you into your seats once you are in the arena
- **DO NOT SKIP SEATS UNLESS DIRECTED TO DO SO BY THE MARSHAL**
- Skipping seats may prevent your fellow graduates from having a seat on the floor

8

Stand, sit, stand (as instructed)

- Stand
to have your degree conferred
- Sit
when instructed
- Stand
and follow your **marshal** to the
stage (smile for your photo!)

9

March across stage

- Your picture will be taken on your way to the stage
- Hand your reader card to the reader as you approach the stage
- On stage, you will be handed your alumni certificate
- Shake hands with University administration and the Dean of your college

10

Return to your seat and watch the remainder of the ceremony

- Remain quiet and respectful as the remaining graduates walk across the stage and receive their recognition
- Promptly exit the Constant Center. Meet family members outside the building.

IMPORTANT REMINDER

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CONGRATULATIONS!

