

Instructions for Commencement Ceremony MA Candidates

There is no rehearsal!

GENERAL INSTRUCTIONS

1. Caps should be worn level.
2. MA candidates should wear tassels on the left.
3. The procession from the track area into the gym will form within schools. MA candidates are the last to file into the gym.
4. You will be listed alphabetically by cohort (if applicable) in the graduation program. You will line up this way as well.
5. You will be given a 3 x 5 name card by the Department Chair of your major. This card is to be presented at the time your name is read.
6. When asked to approach the platform to receive diploma covers, all candidates will go forward to the right of the platform (as they face the speakers) in cohort/alphabetical order. After receiving the diploma cover, each candidate will exit across the platform and return up the center aisle to his/her seat.

HOODS

MA candidates will be “hooded” during the commencement ceremony. The hood is **loaned** to you for the duration of the ceremony. You are expected to turn the hood in immediately after the ceremony unless you have made other arrangements with the Records Evaluator. Failure to return the hood will result in a **hold** being placed on your diploma and on all transcript requests. You will be charged **\$100.00** (our cost to replace the hood) to remove the hold. You must sign in prior to the ceremony, as well as after the ceremony when you return your hood. A table will be set up inside the Fieldhouse where you line up.

