



# Commencement Instructions – Undergraduate Ceremony

## Commencement Attire

- Robe:** You will be able to put on your cap and gown when you arrive. Please note, it can get hot and you will be doing a lot of standing and walking, so dress accordingly.
- Stole:** Your white v-stole should be worn around your neck with the Thomas More logo in the front. Please take the time to steam or iron your garments so they lay nicely for the ceremony.
- Caps:** Your academic cap should be worn so the “mortar board” is parallel to the floor.  
**Caps should not be decorated.**
- Tassels:** The tassel should be worn on your right.

## Check-In

- Date/Time:** Monday, May 18, 2020 - Arrive at the college to get ready no later than 9:00 AM.
- Location:** Administration Building, check in and pick up your name card.
- Family members and guests should go to the Connor Convocation Center (CCC).

## Name Card

- Hold on to your name card. You will hand it to the person at the podium and they will call your name as you get your degree.
- Your name card is very important. There is room to write your name phonetically to help the announcer during the ceremony. The card also includes your line position number. The number is your position in the line-up. Line up in numerical order. This is the procession line into the ceremony. This will also help your family watch for you as they follow along in the program.

## The Procession

- The procession will begin at 9:25 AM. You will be led into the CCC in double file lines. You will walk to the front of the gym floor and once you reach the stage, you will be guided to walk to the front of the seating area and down the side aisle to your seat. We will have people guiding you along the way. Please remain standing for the Invocation.

## Commencement Exercises

- When it is time to present the degrees, the Dean will say “Will the candidates for degrees in the College of \_\_\_\_\_ rise and remain standing”. Your College is listed on the name card. Please stand for your College and remain standing. Once the degrees are conferred by the President, the Faculty Marshal will lead the students to the podium to be recognized individually. When you get to the podium, hand your name card to the representative. Walk across the stage. From the stage you will walk down the side aisle to the photo area. After your photo, you will make your way back to your seat from the side aisle. You may be seated.

## The Recessional

- Once the ceremony has concluded the recessional will begin and the graduates follow the faculty. The faculty will form a receiving line as the graduates exit the CCC.

- Family members and guests should remain in their places until the graduates have exited the CCC.

## Commencement Toast

- Graduates and their guests are invited to join the President in a toast.

## Diplomas

- Diplomas are available to be picked up in the Office of the Registrar in the Administration Building. Please note, if you have not completed all of your requirements for your degree and/or have a balance on your student bill, you will not be able to pick up your diploma.