

## PLEASE READ

# INSTRUCTIONS FOR GRADUATES

### ***MORTARBOARD ETIQUETTE:***

Tassles are worn on the right and transferred to the left during the graduation ceremony.

Men ONLY must remove their mortarboards during the National Anthem and the Alma Mater.

### ***THE PROCESSION:***

Our goal in organizing the procession is that all students from the same college are seated together in the auditorium. Because of the way seating is arranged in the auditorium, Graduation Marshalls must line up graduates in careful order.

After robing, please gather with other students from your college in the designated area. A Graduation Marshall will count off the appropriate number of graduates in each column. You will be assigned a row and seat number by a Graduation Marshall.

**TO ASSIST US IN THIS, PLEASE DO NOT LEAVE THE PROCESSION LINE ONCE YOU HAVE BEEN ASSIGNED A PLACE!**

### ***FILLING OUT THE READER'S/PHOTO CARD:***

Remember to pick up an information card when you enter the Robing Room. The information card serves two purposes so it is important that you complete it correctly.

**Side 1** of the information card is a form requesting your name, address, etc. This information will allow the photographer to send a proof of the picture taken of you crossing the stage during the ceremony.

**Side 2** of the information card is BLANK. In clear, block letters write your name. You will then include the words Cum Laude, Magna Cum Laude, Summa Cum Laude, or Honors Program Graduate, if you qualify for these designations. **NO OTHER INFORMATION SHOULD BE INCLUDED ON THIS SIDE OF THE CARD.** This card will be handed to the Reader when you reach the stage. The Reader will announce your name and any honors for which you qualify.

NOTE \* If your name is difficult to pronounce, you should plan to spell it phonetically on the card and to whisper it as you hand the card to the Reader

