

# GRADUATION INSTRUCTIONS

May 4, 2024

MORNING 10:00 am

## Timeline of the day's events for Saturday, May 4, 2024:

	Time	Location
	<b>MORNING</b>	
Pictures	8:00am	Cooper Complex Hallway
Line Up	9:30am	Cooper Complex, KB 110
Ceremony	10:00am	Burgess Auditorium, Cooper Complex

**Auditorium Doors will open one hour prior to the ceremony.**

**Doors will close immediately after processional. Guests will be ushered in after this time. Overflow seating is available in Foster Band Rehearsal Hall located to the east of Burgess Auditorium for live stream viewing of the ceremonies.**

## BEFORE CEREMONY

- Candidates for graduation will assemble in Cooper Complex KB110 thirty minutes prior to ceremony. (MORNING will assemble at 9:30 am) Important instructions will be given at this time.
- Index cards with the graduates' names and honors will be distributed during lineup. Graduates will line up alphabetically within their degree in preparation to enter the ceremony. Dr. McAllister will practice saying your names to make sure his pronunciation is correct.
- Honor cords and Summa medals will be distributed. Alpha Chi members should wear their Alpha Chi pin. Military cords will also be distributed.
- **We are allowing our military graduates the option to wear their military dress uniform instead of the traditional cap and gown. (Cap and Gown are still provided as a part of the graduation package paid for by your graduation fee.)**
- Appropriate dress preferred for men is khakis or dress pants, a collared shirt, socks, and shoes. Women should also dress in appropriate dresses or dress pants and tops. Any bright colors and/or prints should be covered by the gown. No white shoes.
- It is preferred that graduates do not decorate their cap. Any special stoles must be approved by the Registrar.
- DO NOT bring personal items, including purses, to KB110 as the room will not be secured during ceremony.

## ENTRANCE TO CEREMONY

- Candidates will line up behind the faculty and march to the ceremony.
- Leave about 8 feet between you and the candidate in front of you as you march to your seat.

## DURING CEREMONY

- Follow the commands that are given. If confused watch Chief Marshall, Mr. Riddle.
- Men remove your cap during Invocation and Benediction

## EXIT THE CEREMONY

- Dr. McAllister will lead the administration, faculty, and graduates from the ceremony to the Bell Tower for the Senior Walk.