Undergraduate Commencement Details and Instructions
Saturday, May 7, 2016 at 10 a.m. – Convocation Center

Doors to the Convocation Center will open to guests at 8:00 a.m. Guests should be seated no later than 9:15 a.m.

BACHELOR AND ASSOCIATE DEGREE CANDIDATE INSTRUCTIONS

PLEASE READ CAREFULLY. These instructions have been prepared in order to make our undergraduate commencement ceremony a special occasion for all involved.

TIME OF ASSEMBLY
Do not be late! Time of assembly is 8:45 a.m. Students must line up for the procession. Failure to be on time may result in a student being placed in a different seat, causing that person to be out of alphabetical order and/or out of the appropriate college. Late students will be placed at the end of the line.

ASSEMBLY LOCATIONS / ASSIGNMENTS
Upon arrival, please go to your designated campus location for line-up details and instructions. Please go to the appropriate area based on your college and degree. Please refer to the attached map.

- College of Education and Human Resources – Blue Flags (by Dixon Hall and South Hall)
- College of Liberal Arts – Red Flags (by Old Main and Vulcan Hall)
- Eberly College of Science and Technology – Green Flags (by Frich Hall and Watkins Hall)

You will NOT be returning to the assembly locations so please leave all personal belongings with family members or friends for safekeeping during the ceremony. Cal U is not responsible for lost or stolen property.

DRESS
All students should arrive dressed in their approved caps and gowns purchased through the University Bookstore or in official military dress uniform. Caps should be worn level and straight and tassels to the right. In addition to the approved cap and gown, students should wear appropriate business causal to business professional attire.

DISABILITY ACCESS
There are a substantial number of steps and a considerable amount of walking for access to the President’s Dinner and for the commencement processional at the Convocation Center. Alternate access arrangements for these events and/or all other student access requests should be made to the Office for Students with Disabilities (OSD), as soon as possible. Contact OSD in person (Carter Hall-G35) or by phone, 724-938-5781.
LINE OF MARCH
Cal U staff members will serve as ushers and will direct students to form a single line in back of the color guard (flags) and faculty macebearer. Candidates will be given printed instructions indicating their location in the line of march and their seat numbers. You should find your place in line and stay there. You will be given a small card to carry in your hand indicating your seat number. Only take your assigned seat, regardless of whether there are empty seats nearby. For people starting new rows, orange stickers will be placed on their number cards.

PROCESSIONAL
As you march in the processional to your seat, keep in step, at least three steps behind the person in front of you, and keep lines straight.

PROGRAM
Remain standing at your seat until after the National Anthem and Invocation. During the National Anthem, Invocation and the Alma Mater, men should remove their mortarboards.

RECEIVING THE DIPLOMA
When the dean presents degree candidates for a college, all degree candidates should rise together. Proceed as directed by ushers to the ramp leading to the platform, and wait at the top of the ramp until your name is called by the dean. Don't step onto the stage until your name is called. While waiting, hold your seat number card in your left hand so that the number is plainly visible to the dean. Do NOT give the dean your number card. You should receive your diploma in your left hand, leaving your right hand free to shake hands with President Jones. After receiving your diploma, return to your row and remain standing until instructed by the dean to take your seat.

- A professional photographer (GradImages) will be taking photos of all graduates after they receive diplomas and as they exit the stage. Members of the Cal U marketing staff will also be taking photographs for general marketing purposes throughout the ceremony.

CONFERRING THE DEGREE
After the President has conferred your degree and closed with the words, "I hereby confer the degree of (Bachelor of ____, etc.) with all the rights, honors and privileges which throughout the world pertain to that degree," all graduates in that degree should, in unison, change the position of their tassels from right to left, using their left hands.

RECESSIONAL
You should stand at your assigned seat until the platform party and faculty recess, then follow the pages' and ushers' directions for leaving the arena. Please refer to map for recessional locations.

In addition to the Commencement ceremony on Friday, the President’s Dinner for Graduates will be held in Gallagher Hall on Thursday, May 5, 2016, at 6:00 p.m. Your e-invitation was sent to your Cal U email with RSVP instructions. A rehearsal will be held in the Convocation Center on Thursday, May 5, 2016 immediately following the Graduates’ Dinner.
May 2016 Undergraduate Student Line-up Locations:
(BEFORE CEREMONY)

Blue Flags = College of Education and Human Resources
Red Flags = College of Liberal Arts
Green Flags = Eberly College of Science and Technology
May 2016 Undergraduate Student Recessional Locations:

(AFTER CEREMONY)

Blue Flags = College of Education and Human Resources
Red Flags = College of Liberal Arts
Green Flags = Eberly College of Science and Technology