

Commencement Day Checklist: December Graduates

Congratulations on your upcoming graduation! To make sure your graduation day goes smoothly, the Office of Academic Affairs has created this handy checklist of reminders and commencement instructions for you.

When: Saturday, Dec. 12, 2009

Where: St. Edward's University, Recreation and Convocation Center (RCC)

Time: 10 a.m. Ceremony for Graduate and New College Programs

2 p.m. Ceremony for Undergraduates

Reception to follow each ceremony: Mabee Ballrooms, Robert and Pearle Ragsdale Center (graduates and their guests)

	Deadline	Date Completed
I've ordered my graduation announcements at GradFest (or online at www.cbgrad.com). Allow five days for delivery. CB Announcements: 1-800-433-0296	Nov. 1	_____
I have received my diploma verification form from St. Edward's University, and I have:		
<input type="checkbox"/> Confirmed that I will attend	Nov. 6	_____
<input type="checkbox"/> Noted my RSVP for the reception	Nov. 6	_____
<input type="checkbox"/> Indicated the number of guests I will have	Nov. 6	_____
<input type="checkbox"/> Returned the verification form to the Registrar's office.	Nov. 6	_____
I have not received a diploma verification form. I have contacted the Registrar's office.	Nov. 6	_____
I've pre-ordered my graduation photos online at www.flashphotography.com . Flash Photography: 214-443-9393		_____
I've provided my guests with a handy list of hotels and restaurants near campus, available at www.stedwards.edu/graduation .	Nov. 10	_____
I've obtained a campus map with directions and parking information for my guests at www.stedwards.edu/map .	Nov. 15	_____
I've reviewed the Commencement Instructions and my procession diagram shown on pages 2 and 3.	Dec. 4	_____
On graduation day, I've made plans to assemble with my classmates 30-45 minutes before the ceremony.	Dec. 12	_____
I've made arrangements to leave all my personal belongings (coat, purse, umbrella, camera, etc.) with my guests. <i>There is no place for personal items to be stored during the graduation.</i>	Dec. 12	_____
I've let my family know that a professional photographer (but not a videographer) will be taking pictures during the ceremony and that guests are welcome to take photos or use a video camera from the guest photo area.	Dec. 12	_____
<input type="checkbox"/> I've made arrangements to meet family and friends at (location) _____ on campus after commencement for photo opportunities.	Dec. 12	_____

Commencement Day Instructions: December Graduates

As graduation draws near, please take time to review these procedures for the commencement ceremony.

1. Enter the Recreation and Convocation Center (RCC) through the northwest entrance, across from the Old Gym — look for signs. Assemble, with caps and gowns, in the west corridor of the RCC, lower level (the corridor outside of the main gym floor). **Please arrive 45 minutes prior to the ceremony.**
2. Faculty marshals will be on hand to help you line up and march in. (Tassels should be on the right side of your mortarboard.) **All participants are required to wear caps and gowns. Please carry your hood draped over your right arm with the colors showing.** You will be directed to put your hood on during the ceremony and after conferring of the degrees.
3. Graduates will walk in, single file, and will sit in the chairs reserved for them in the center section of the main gym floor. **All will remain standing until the last graduates are at their seats, at which time all will sit down in unison at the marshals' signal.**
4. Seating will be available for guests in the fixed seating on the north side of the gym, the bleachers on the south side of the gym, and on the gym floor in seats other than those reserved for the graduates. Seats on the gym floor can be reached by stairs or elevator.
5. **Air horns are not allowed during the commencement. Please tell your guests to refrain from the use of air horns.**
6. Dr. George E. Martin, President of St. Edward's University, will confer degrees upon all the graduates. Graduates will stand in place for the conferring of the degrees and at Dr. Martin's direction, put on their hoods. After the formal conferring of the degrees, graduates will be seated. Marshals will direct graduates to stand and move to the stage by rows.
7. Each dean will read the names of graduates for his/her school. (*Note: Please contact your dean if you are concerned about the pronunciation of your name.*) When your turn comes to receive your diploma, move to the top of the left-hand steps to the stage. **Wait until your name is called before walking across the stage.** Accept the diploma cover from Dr. Martin with your left hand; shake hands with your right. Proceed across the stage to the stairs on the right to return to your seat. Before leaving the stage, use your right hand to shift your tassel to the left side of your mortarboard. Return to your assigned seat and be seated.
8. The ceremony lasts about one and a half hours. At the end of the ceremony, graduates will exit through the east doors as directed by the marshals. You will then exit the south doors to the driveway outside of the RCC.
9. **A reception for all graduates and their guests will be held in Ragsdale Center, Mabee Ballrooms, 3rd floor immediately following the ceremony.**

Thank you for helping us make your graduation a day to remember!

Office of Academic Affairs
Main Building, Room 116
512-448-8741



Procession Diagram: December Graduates

Recreation and Convocation Center

