

COLLEGE OF FINE ARTS CONVOCATION: Saturday, May 20th 4 pm

(Graduates arrive 2:45-3 pm)

Track and Tennis Center, 100 Ashford Street

PROCEDURE FOR GRADUATE DEGREE RECIPIENTS

DO: Arrive at the Track and Tennis Center by **2:45 - 3:00 pm**

Read this entire document and **enjoy your day**

DON'T: Wear your regalia *into* the venue (for security purposes)

Bring in valuables unless you can leave them with a guest (there is no secure storage)

Lose your reader card (given at check in) for the ceremony

Forget to pick up your actual diploma immediately following ceremony at check-in table

1. When you arrive, proceed **directly** to the graduate check-in area for your school and degree program where you will be checked in and receive a numbered card. **You must be checked in and have your name card with you on stage in order to have your name announced.** You will **keep** this card throughout the ceremony. **Do not lose it!**
2. All masters' students will dress in your hood *prior* to the ceremony (once entering venue). Hood instructions are provided below. Your tassel should be on the **right** side of your cap & will remain there throughout the ceremony.
DMA and PhD students only - Do not wear your hood, as you will be "hooded" as part of the ceremony on stage. Carry your hood on your **left arm**. Your tassel should be on the **right** side of your cap & will remain there throughout the ceremony.
3. After checking in at the table, CFA staff will line you up within your School. You will line up by the **number** on your card (some numbers may be missing). You will be in alphabetical order within degree program in the procession.
4. March in a single file line under the guidance of the Marshals. The order of the march is Music (DMA, MM, OI, AD, PD, CAGS). Visual Arts (MFA and MA) and Theatre (MFA, Artisan Certificate).
5. Graduate degree recipients will process and when seated will be sitting on the house right (facing the stage). Everyone will sit when the procession music stops. Caps are not removed.
6. The program will begin with remarks by Dean Allen, our guest speaker, and the selected student speaker. **After the student speaker, we will proceed with the awarding of graduate degrees.** That's you!

(Turn over and read back – Important ceremony guidelines on back)

PROCEDURE FOR AWARDING GRADUATE DEGREES

- A) There will be an announcement that the awarding of the graduate degrees will begin, starting with music. All graduate music degree candidates stand when your degree program is announced. You will be directed to the stage by a Marshal.
 - B) Give the CFA Marshal on stage your name card. A faculty Marshal will announce your name and major to the audience.
 - C) After your name and major are announced, walk towards Dean Allen, who will hand you your diploma folder and shake your hand. **Take the diploma folder with your left hand so your right hand is free to shake hands with the Dean; a professional photographer will take your picture.**
 - D) After you receive your diploma folder, continue across the stage and down the stairs to return to your seat, guided by faculty Marshals. *You may not be sitting in the same seat.*
 - E) The order of the degrees is School of Music (DMA, MM, OI, AD, PD, CAGS), School of Visual Arts (MFA) and (MA), School of Theatre (MFA) and Artisan Certificate. Bachelors' degrees will be awarded after the completion of the graduate degrees.
7. Following awarding of bachelor degrees and closing remarks, the music will begin and everyone will stand.
 8. Under the guidance of Marshals, the graduate recipients will exit, starting with the front row.
 9. **IMPORTANT: All May graduates, must proceed directly back to the check-in tables after procession (DMA students – this is the area opposite where you checked in with faculty, please follow MM students).** CFA staff will hand you your actual diploma which you can put in your diploma folder. This will be a quick process, which you **must** do before meeting your guests. **Diplomas will only be distributed for the first 30 minutes after the ceremony.**
 10. There is a lovely outdoor reception for graduates and guests immediately following the ceremony across the street. Please join us.

FOR MASTERS STUDENTS ONLY:

The Proper Wearing of the Academic Hood (from Herff Jones instructions)

Only Master's students will wear their hood on stage. (DMA and PhD candidates will be hooded on stage)

Place the hood around your neck and shoulders so that the major portion hangs down the back and the velvet is up.

For your comfort, you may fasten the cord on the front of the hood to your shirt, dress or gown to help keep the hood away from your neck.

From a frontal view, the velvet border should be on top.

To expose the lining, turn the velvet border to the outside.

CONGRATULATIONS!