

COLLEGE OF FINE ARTS CONVOCATION: Saturday, May 20th 4 pm (Graduates arrive at 3 pm)

Track and Tennis Center, 100 Ashford Street

PROCEDURE FOR BACHELOR DEGREE RECIPIENTS

All degree recipients must check in at the Track and Tennis Center no later than 3 pm.

Do not wear your regalia into the venue (for security reasons).

1. When you arrive, follow appropriate signage directing graduates. Please note: there is no secure storage, so you should leave valuables with your guests.
2. Check in at the table for your School and be sure to pick up your **printed name card** from that table. **You must be checked in as present 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 this card.*
3. After checking in at the table, CFA staff will line you up within your School. You will be in alphabetical order in the procession and will line up by the **number** on your card. Tassel should be on the right.
4. You will be marching single file line under the guidance of marshals. The order of the march is **Music, Visual Arts, Theatre.**
5. Everyone will sit when the processional music stops. Caps remain on.
6. The program will begin with remarks by Dean Allen, our student speaker for 2017 and our guest speaker. The degree awarding will start with the graduate degrees from all three schools.
7. Following the graduate degree awarding, we will announce the awarding of the Bachelor degree recipients. **At this signal, students in the School of Music only should stand.** The order of receiving diplomas is School of Music (including CAS Music), School of Visual Arts, and School of Theatre. Visual Arts and Theatre students will be directed to stand once their school's awarding is announced.

PROCEDURE FOR RECEIVING YOUR DIPLOMA. *PLEASE READ CAREFULLY.*

- a. Students will move toward the stage in single file as directed by the marshals. **Give the faculty marshal on stage your name card.** A selected student reader will announce your name to the audience.
- b. **After your name is announced, move to the center of the stage where you will receive your diploma from Dean Allen.**
- c. **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 at this time.**
- d. After shaking hands with the Dean, move across to the other side of the stage and down the stairs to be guided back to your seat by marshals. *You may not be sitting in the same seat.*
8. When the awarding is completed for everyone, all recipients will be asked to be seated.
9. When the recession music begins, everyone will rise and exit under the guidance of faculty marshals, starting with the front row and recessing down the same row you entered.
10. As you exit, **please do not stop** but proceed forward so that everyone may exit. There is a lovely outdoor reception for graduates and guests immediately following the ceremony across the street. Please join us.

We know this is an exciting day for you and for all the graduates and their families.

Please enjoy the ceremony without letting your enthusiasm impact anyone else's enjoyment

Our sincere congratulations!