

COMMENCEMENT INSTRUCTIONS

Please Turn Cell Phones Off

NOTE: Unauthorized ornamentation will **not** be permitted.

No purses, cameras, etc., should be carried.

PROCESSIONAL ORDER: Marshals lead graduates into the arena. Graduates followed by undergraduates.

Marshal 1 - Guide candidates for graduate degrees in order of college (CAS, SCOB, CCFA, CHHS).

Marshal 2 - Guide candidates for BS degree in order of college (CAS, SCOB, CCFA, COE, CHHS).

Remain standing for National Anthem and Invocation (men remove mortarboard).

INTRODUCTIONS & COMMENCEMENT ADDRESS

CERTIFICATION OF CANDIDATES: Stand en masse by degree (ASGE, BS, MS, EDS), not by college or row.

Dr. Tatum certifies degree requirements are met & recommends Dr. Hawkins confer each particular degree.

When Dr. Hawkins says, "I hereby confer upon you the degree..." **Move Tassel from Right to Left** – Repeat for each degree.

PRESENTATION OF DIPLOMAS: "Will the graduates of the Associate degree please stand and come forward."

Associate Degree: Stand and walk to bottom of stairs. (Ushers will guide.)

Signaled by the marshal, BS in A&S, BS in SCOB, BS in CCFA, BS in COE and BS in HHS will stand by rows and walk to the bottom of the stairs. When directed, each candidate will **ascend the stairs, present this card to the Dean and WAIT** until he/she pronounces the name.

Master's Degrees: After presenting this card to your Dean, walk to center stage for hooding – **Wait until hooding is complete.**

All candidates: **Walk across stage to Dr. Hawkins** and extend right hand to shake with left hand positioned over the right hand to receive the diploma cover. Pause for photo. Shake **hands with any other dignitaries standing beside Dr. Hawkins. Exit stairs to your right. Return to your seat.**

REMAIN STANDING until everyone in the row has returned. Sit in unison.

CLOSING REMARKS: Stand for the Alma Mater and Benediction – (Men remove mortarboard for Benediction.)

Remain standing for Recessional and follow Marshall to exit the arena.

RECESSIONAL ORDER: All Graduate Students, BS students from CAS, SCOB and CCFA : Turn **RIGHT** and follow Marshal 1 to front left. All BS degree students from COE, HHS and all AS Degree students: Turn **LEFT** and follow Marshal 2 to back left.

DOTHAN HOME LOCATION: Students exit arena, go **immediately** to the designated area to pick up diplomas.

E-CAMPUS & NON-DOTHAN HOME LOCATION: Students go **immediately** to designated area to turn in diploma cover.