

Commencement Ceremony | Graduate Instructions

WHEN: Friday, June 10, 2011 at 6:45 p.m. **Please arrive by 5:45 p.m.**

WHERE: University of Dayton Arena
1801 Edwin C. Moses Blvd., Dayton, OH 45408

Graduate and guest parking is available in lots A , B, C and D. Traffic is expected to be heavy due to area construction. Updated traffic information can be found at: <http://www.buckeyetraffic.org>.

Please note that your graduation card should be picked up at the Bookstore along with your cap and gown.

Rehearsal

The rehearsal will be from 1:00 p.m. until 2:00 p.m. on Friday, June 10, 2011 at the University of Dayton (UD) Arena. Please be sure to bring your graduation card and these instructions. Do not wear your cap and gown. All graduates are encouraged to attend the rehearsal although it is not a requirement for your participation in the Commencement ceremony.

If the dean of your division may have trouble pronouncing your name during the ceremony, please be sure to meet with the dean at the end of the rehearsal. The dean will make any special notations directly on your graduation card. **DO NOT write on your graduation card.** The dean is the only person who should write on the card.

Commencement Arrival and Line-Up

Please be sure to *arrive at the UD Arena by 5:45 p.m.* You must bring your cap, gown, tassel and graduation card. The line-up will begin promptly at 6:00 p.m. Faculty marshals, dressed in red caps and gowns, will assist you in the line-up and processional.

Graduates are to report to their designated staging area by division and should remain in the staging area to expedite the line-up process. The Commencement website will show the location of your division. Directional signage will also be placed around the UD Arena.

Please note that your tassel is worn on the left side of your cap.

The Ceremony

During the ceremony, which will last about two hours, the president, senior vice president and provost and faculty marshals will provide directions to the graduates. Please listen carefully to their directions. **Graduates who have elected to participate in Commencement must remain for the entire event.**

1. The Processional into the Arena begins promptly at 6:45 p.m. During the Processional, faculty marshals will lead the graduates to their seating area. Graduates will fill in rows of seats as directed by the faculty marshals – **remain standing.**
2. **Remain standing** through the Invocation until after the singing of *America the Beautiful*. *Male graduates should remove caps for the Invocation and keep them off until the singing of America the Beautiful is completed.*
3. Graduates will **be seated** following *America the Beautiful* and throughout the Commencement address.
4. **Conferring of Degrees.** The graduates will be asked to rise by Dr. Helen Grove, Senior Vice President and Provost. She will present the class to the Board of Trustees and President Steven Lee Johnson. The president will then confer the degrees. After the conferring of the degrees, all graduates will be seated.
5. Upon a signal from the faculty marshal, graduates will rise one row at a time. Graduates will proceed to the stage area and hand the graduation card to the division dean who will announce the graduate's name. The graduate will proceed to the president to receive the diploma and also be greeted by a member of the Board of Trustees, proceed to the left of the presentation area for a professional photograph and then return to their seat – please **remain standing.**

(continued on next page)

Graduate Instructions (*continued*)

6. Upon the faculty marshal's signal, each row will be seated.
7. Graduates will **remain seated** throughout all remarks until the Benediction.
8. Graduates **rise** for the Benediction. *Male graduates should remove caps for the Benediction.*
9. Graduates **remain standing** until the Recessional. *Male graduates replace caps after the flag has passed.* The Recessional will be the reverse order of the Processional. A faculty marshal will lead each group of graduates out the same aisle that the group used to enter the Arena.

If you questions regarding special needs or a disability, please contact James Shuler at (937) 512-2200 or james.shuler@sinclair.edu.