

## **Graduate Commencement Ceremony Instructions**

Commencement will be held on Friday, May 17, 2024 at 9:00 A.M.

**Report time: 8:00 A.M.**

**Location to Report:** Graduates report to the **Kimmel Center**, 300 S. Broad St. Assemble in the Comcast Room (as directed when you arrive) located in the lobby of the Kimmel Center. Enter the Kimmel Center from Broad Street.

**Guest Seating: Doors to Verizon Hall open at 8:30 a.m.**

**Accommodated Seating: Doors to Verizon Hall open at 8:15 a.m.**

### **REMEMBER TO BRING:**

- **YOUR GRADUATION TICKETS WITH YOU! Your guests will not be admitted into Verizon Hall without a ticket. We do not have duplicate tickets to provide.**

### **Processional Instructions:**

Graduates will be processing from the Comcast and Founders Rooms in single file lead by Dean Oates. The order you are sitting in the Comcast or Founders Room is the order you will be seated in Verizon Hall. Each graduate will receive a card with their name on it. **It is important that this card be kept during the processional into Verizon Hall. PLEASE FOLLOW THE DIRECTIONS OF THE STAFF MARSHALS (Danielle Boardley, Ina Halili, Stephanie Leigh, Stefie Loev, Kayla Banner, Kelly Quigley Shira Rice, and Arianna Moriniere-Wilson).** Graduates will process to Door “C” of Verizon Hall. BA and MLS graduates will wear their hoods. All LLM and JD Graduates will process with their academic hood draped over their left arm. We will demonstrate prior to the ceremony how the hood should be carried. **MAKE SURE YOUR HOOD IS UNBUTTONED.** When you reach your seat, remain standing for the National Anthem. Male students should remove caps during the National Anthem.

### **DURING THE CEREMONY-CONFERRING OF DEGREES:**

Staff Marshals will guide you through this process. Each graduate will ascend the steps to receive their diploma. **BA and MLS graduates will wear their hoods.** All other graduates will carry their hood over their left arm. The graduate will present their name card to Professor Coleman. BA and MLS graduates will receive their diploma first. BA and MLS graduates will present their name card to Professor Coleman and proceed across the stage to accept their diploma with his/her left hand, leaving his/her right hand free to shake hands with the President, the Provost, the Chair of the Board of Trustees, the Chair of the Law School Advisory Board, and the Dean. LLM and JD graduates will present their name card to Professor Coleman and proceed across the stage to the Faculty Hooders, Professors Cohen and Tibbs. There will be two hooding stations. The first graduate proceeds to Professor Tibbs. The second graduate proceeds immediately to Professor Cohen. The third graduate proceeds to Professor Tibbs and the fourth graduate proceeds to Professor Cohen and so on. The graduate hands his/her hood to the Hooder then turns and faces the audience. The Faculty Hooder will slip the hood over the graduate’s head. **(If you are tall, please help out and bend at the knees a bit).** The graduate turns to shake hands with his/her Faculty Hooder. The graduate will proceed across the stage to accept the diploma with his/her left hand, leaving his/her right hand free to shake hands with the President, the Provost, Mr. Greenawalt, Mr. Kline, and the Dean. The graduate then returns to his/her seat.

### **Recessional:**

The graduates will process out of Verizon Hall the same route they came in. Staff Marshals will direct the recessional.

**You must return your regalia, including the tam, before leaving the Kimmel Center. Stations will be set up at the Comcast Room.** During the ceremony, the Kimmel Center personnel will lock the doors to the Comcast and Founders Rooms. You may leave personal belongings there.