



INSTRUCTIONS FOR THE WINTER COMMENCEMENT EXERCISES DECEMBER 5, 2010

The Winter Commencement will begin promptly at **2:00 p.m. Sunday, December 5**, at the Cam Henderson Center Arena. **Graduates must report to the Arena by 1:30 p.m.** Please enter the Arena through the Third Avenue main entrance and report to the area designated for graduate assembly at Level “A” back hallway on the South Side of the Arena near the band complex.

COMMENCEMENT PARKING

Parking is available in the Third Avenue garage or on any University parking lot.

IMPORTANT NOTE REGARDING THE CEREMONY

We anticipate that the ceremony will last two hours. Please plan to stay and ask your guests to stay for the entire program. In order to show respect as we honor all of our graduates, we request that you remain with your college until the ceremony is over. After the faculty recessional, you and your guests are welcome to exit the arena. Guests will not be permitted on the arena floor where the graduate seating is located during the ceremony. We need to restrict the arena floor to faculty and graduates only.

ACADEMIC CAP AND GOWN

All graduates participating in Commencement must wear academic regalia. Please contact the Marshall Bookstore (304-696-3622 or 1-800-547-1262) to make arrangements to purchase cap and gown.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Guests using wheelchairs are requested to enter the arena through the ramped Third Avenue main entrance. Seating accommodations are located on Level “E” concourses. Ushers are available for persons needing assistance.

Graduates using wheelchairs are requested to contact the Office of the Registrar (304-696-6410) prior to December 3. Accommodations will be made with the college faculty marshals.

MASTER’S AND EDUCATION SPECIALIST DEGREES

Recipients of graduate degrees line up with the Graduate College. Graduate degree candidates wear academic hoods throughout the ceremony.

BACCALAUREATE AND ASSOCIATE DEGREES

Bachelor and Associate Degree candidates report to the designated college assembly area for the processional and are seated in the arena by college. HONOR GRADUATES receiving Bachelor or Associate Degrees wear cords and matching tassels. Baccalaureate honor graduates wear GREEN AND WHITE for SUMMA CUM LAUDE, GOLD for MAGNA CUM LAUDE, and RED for CUM LAUDE. Associate Degree honor graduates wear ROYAL BLUE. Prospective December graduates are advised to verify honors eligibility with the Academic Dean’s Office. Cords and tassels must be picked up in the Registrar’s Office by 5:00 p.m. Friday, December 3. Honor cords and tassels are to be kept by the graduates.

PROCESSIONAL

Faculty marshals will distribute name cards and assemble graduates for the line of march. The processional will begin promptly at 2:00 p.m. At the appropriate time, the faculty marshal will lead each college into the arena.

CAPS AND TASSELS

Women wear academic caps throughout the entire ceremony. Men remove academic caps at the singing of the National Anthem and replace them when the college dean rises to present the class. Academic caps must be worn for conferring of degrees. The tassel should initially be over the right eye. After degree conferral, President Kopp will instruct the graduates to move the tassel from the right to the left.

PRESENTATION OF GRADUATES FOR INDIVIDUAL RECOGNITION

After degrees have been conferred by President Kopp, faculty marshals will direct graduates to the side aisle to be presented for individual recognition. Each graduate will hand his/her name card to the reader and proceed across the platform in front of the stage. The President will shake hands with each graduate and the academic dean will present a rolled scroll. A photographer will take two photographs of each graduate. Graduates return to college seating as directed by the faculty marshal. Graduates of each college should remain standing until all graduates of the particular college have been recognized. The college will be seated at the direction of the faculty marshal.

RECESSIONAL

After the singing of the Alma Mater, graduates are to be seated and remain seated until the platform party and faculty have recessed. **Graduates do not participate in the recessional.**

PHOTOGRAPHS

The professional photographer (Classic Photography) will email proof information to graduates a few days after the ceremony. **Purchase of photographs is entirely optional.**

COMMENCEMENT DVD

Marshall University will produce a DVD of the Winter Commencement ceremony for purchase. Orders may be submitted using the DVD order form on the Registrar's Office Web site. Additionally, orders will be accepted at the arena December 5. The Marshall University Alumni Association will process the DVD orders.

QUESTIONS

If you have any questions with respect to Winter Commencement, please call 304-696-6410. We strive to make this ceremony special for our graduates and guests. Congratulations!