

**GUIDE FOR BACHELOR GRADUATES
SPRING COMMENCEMENT 2018**



Graduate Expo and Rehearsal

Friday, May 11, 2018

Cumberland County Agri-Expo Center (Park @ South or East Lots)

Dr. Pamela Jackson, Provost & Vice Chancellor for Academic Affairs, Presiding

8:30 a.m. Doors Open / 8:30 a.m. Graduation Expo / Pick-Up Graduation Card

Rehearsal of Line-Up, Processional, Conferring of Degrees, and Recessional

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**Commencement**

**Saturday, May 12, 2018– 9:00 a.m.**

**Cumberland County Crown Coliseum (Park @ South or East Lots)**

**Dr. James A. Anderson, Chancellor, Presiding**

**7:15 a.m. Line Up: Charlie Rose Agri-Expo Center**

**8:30 a.m. – Procession Begins**

**REHEARSAL AGENDA: Agri-Expo Center/Crown Complex**

- Graduate Expo
  - Station 1: Career Services Survey
  - Station 2: Yearbook Pick-Up
  - Station 3: Graduate Admissions: FSU Graduate Materials and Admission Applications
  - Station 4: Academic Affairs: Guide for Graduates (handout)
  - Station 5: Registrar: Graduation ‘Line-Up Card’
- Line-Up for Processional to Crown Coliseum - Marshals
- Rehearsal – Dr. Pamela Jackson, Provost & Vice Chancellor for Academic Affairs ~ Presiding
  - Welcome / Highlights of Guide for Graduates                      Dr. Jackson
  - Academic Attire Demonstration                                              Office of the Registrar
  - Conferring of Degrees Walk-Through                                      Two Rows of Each College
  - Alma Mater (See page 5)                                                          FSU Concert Choir Member
  - Closing Remarks                                                                      Dr. Jackson
  - Recessional to Agri-Expo Center                                                  Marshals

**GUIDE FOR BACHELOR GRADUATES**

**PREPARATION FOR GRADUATION** – Be sure to check your record for any holds on your account, such as outstanding bills, parking tickets, exit interviews, library books, and the Collegiate Learning Assessment (CLA). **YOUR DIPLOMA WILL NOT BE MAILED AND YOU WILL NOT BE ABLE TO OBTAIN A TRANSCRIPT IF YOU HAVE ANY HOLDS.**

**Commencement Dress Attire: Formal Academic Regalia (gown, hood, cap, tassel)**

**Women:** Please wear dark-colored skirt, dress, or pants and shoes. No purses.

**Men:** Please wear a shirt and tie, dark slacks and shoes.

**No sneakers or other casual attire, please.**

**REHEARSAL/GRADUATION CARD** – You will receive a card from the Registrar at the Bachelor Graduate Expo and Rehearsal. The card is important for the following reasons:

1. The card will have a number on it. This number represents your place in line in the procession on Saturday morning.
2. Your card will have your name and honor (if any) already printed on it. If others tend to find your name difficult to pronounce, you may add (write) the phonetic spelling above your name.
3. **If you have earned at least 60 hours at FSU and have a cumulative GPA of 3.2 or higher and your card does not reflect an academic honor**, please consult the Registrar's Office staff in the Lilly Building at the conclusion of rehearsal. **YOU MUST HAVE EARNED AT LEAST 60 HOURS AT FSU AND AT LEAST A 3.2 GPA FOR AN ACADEMIC HONOR.**
4. The information on the reverse side of the card will be used by the photographer.
5. **PLEASE BRING YOUR CARD WITH YOU ON SATURDAY MORNING. IT WILL SERVE AS YOUR TICKET TO THE LINE-UP STAGING AREA FOR THE PROCESSIONAL.** If you lose your card, you will be permitted to participate in Commencement, but you may have to go to the back of the line.
6. **DO NOT BRING EXTRA ITEMS INTO THE EXPO CENTER (e.g. Purses, shoes). ANY ITEMS LEFT IN THE LINE-UP STAGING AREA WILL BE DISCARDED.**

#### **PREPARATION FOR THE PROCESSIONAL**

1. Arrive for Commencement on Saturday, May 12, 2018, no later than 7:15 a.m. **Enter the front entrance of the Agri-Expo Center. Do NOT go directly to the Crown Coliseum. The Charlie Rose Agri-Expo Center will be the line-up staging area for the College of Education, College of Business and Economics, and College of Arts and Sciences.** Be sure to bring all parts of your regalia (cap, tassel, etc.). Replacements for lost items will not be available.
2. **Please inform your family that they can enter the Crown Coliseum at 7:30 a.m. and should be seated no later than 8:30 a.m. (See #9 for more details)**
3. **The Processional will begin promptly at 8:30 a.m.** Please be prepared to walk indoors from the Agri-Expo Center to the Crown Coliseum, which includes "walking down stairs of two escalators." **[ESCALATORS ARE NOT TURNED ON FOR SAFETY.]** Therefore, **please wear the appropriate shoes** for the occasion, while considering your safety and comfort.
4. Once you are at the line-up area for your college, you will be asked to show your Graduation Card. If you do not have a Graduation Card, you may be directed to the back of the line. You can avoid unnecessary delays by holding on to your card.
5. The ROTC-Commissioned graduates will line-up behind the College of Education marshals for the procession. After their commissioning, they will exit the stage, dress in their academic regalia, and sit with their appropriate major.
6. To all other graduates, please find the marshals for your college, who will help you line up according to the number on your card. It is important for you to keep your card in your possession because you will hand it to the announcer/reader when you approach the podium on stage so he/she can call your name as you walk across the stage. **(Do not drop or lose your card!)**
7. Check your academic attire. **The cap should be worn to the front of your head so that the mortarboard sits level on top of your head. The tassel for Bachelor graduates should be worn on the right. Bachelor's Graduate students should wear their tassels on the left.** The honor stole is worn on top of your gown. The hood is worn over the gown and should hang from the neck to the back. It is lined with the official colors of Fayetteville State University – White and Blue. Also, your academic discipline is indicated by the colors in the hood.
8. **TURN OFF OR SILENCE CELL PHONES AND ALL ELECTRONIC DEVICES.**
9. **Guests will NOT be permitted to enter the Agri-Expo Center with you. Guests will be permitted to enter the Crown Coliseum at 7:30 a.m.** Umbrellas, flowers, balloons, and baby strollers are **not** permitted inside the Coliseum. Photography is permitted but only from the seats/stands. No photography will be allowed on the Coliseum floor.

## **PROCESSIONAL (See Floor Plan on page 4)**

Form the processional line, in twos, as directed by your marshal. **Note:** The persons you will be sitting next to will line up in front and behind you. The seating sections are rows of 12. **WALK WITH DIGNITY AND PRIDE.**

### **The Processional order is:**

1. College of Education (with ROTC graduates in front, followed by COE bachelor graduates); College of Business and Economics (bachelor graduates), and College of Arts and Sciences (bachelor graduates).
2. Follow behind the person preceding you when marching onto the Coliseum floor. You will be marching by twos up the aisle to the left of the center section reserved for graduates.
3. Enter the row of seats as directed by your marshal. The ROTC graduates will enter on the left, followed by the COE bachelor graduates who will then enter on the right and left. Then, all remaining graduates lined up in twos will enter the rows to the left or right center sections according to their left-right position in the line.

**PLEASE REMAIN STANDING UNTIL YOU ARE DIRECTED TO BE SEATED BY THE CHIEF MARSHAL OR THE CHANCELLOR.**

## **CONFERRING OF DEGREES**

1. **Honor** students will be recognized first (as a group) by the Provost and Vice Chancellor for Academic Affairs.
2. The Provost will then present to the Chancellor **ALL** bachelor candidates for degrees. The Chancellor will confer all degrees and request that graduates turn their tassels from right to left. Turning of your tassel should be done with your left hand.
3. You will be asked to be seated in preparation for receiving your diploma cover.
4. Next, your Academic Dean will report to the podium and say, **“Will the graduates in the College of... please stand and report to the ready position.”** The order will follow as outlined in the program beginning with the College of Education bachelor graduates, followed by the College of Business and Economics and the College of Arts and Sciences.
5. Check your hood and the person’s preceding you before approaching the stage. It should hang directly behind you, not off your shoulders.
6. The Marshals will direct you to the stage. One marshal will be at the beginning of the ramp to the stage and one will be at the top of the ramp. Hand your pre-printed card to the announcer.
7. **After giving your pre-printed card to the announcer, proceed IMMEDIATELY (do not hesitate) to the Chancellor to receive your diploma cover. RECEIVE WITH YOUR LEFT HAND AND SHAKE HANDS UNDERNEATH WITH YOUR RIGHT HAND.** A photograph will be taken at the same time. Walk to the Chairman of the FSU Board of Trustees and/or his designee and shake his/her hand. Then, walk to the Academic Dean and shake his/her hand. You should next move to exit the stage and pause for a second photograph at the back of the exit ramp.
8. **While you have every right to be proud of your achievement, please bear in mind that any excessive displays of emotion while you are on stage will detract from the solemnity of the occasion. The Chancellor will not present your diploma cover to you nor pose to take the customary picture with you.**
9. Return to your seat and, when your row is full again, sit down.
10. **Graduates are expected to stay until the end of the entire program to prevent distractions or disruptions to the ceremony. If you are unable to remain for the entire program, please do not participate.**
11. **RECESSIONAL** - Graduates will exit AFTER the platform party, administrators, staff, and faculty. Graduates will exit down the left aisle following their marshals as instructed. Graduates will proceed up the aisle in twos to the back of the rows of seats and then exit out of the Coliseum, up the escalators, and back to the Agri-Expo Center.

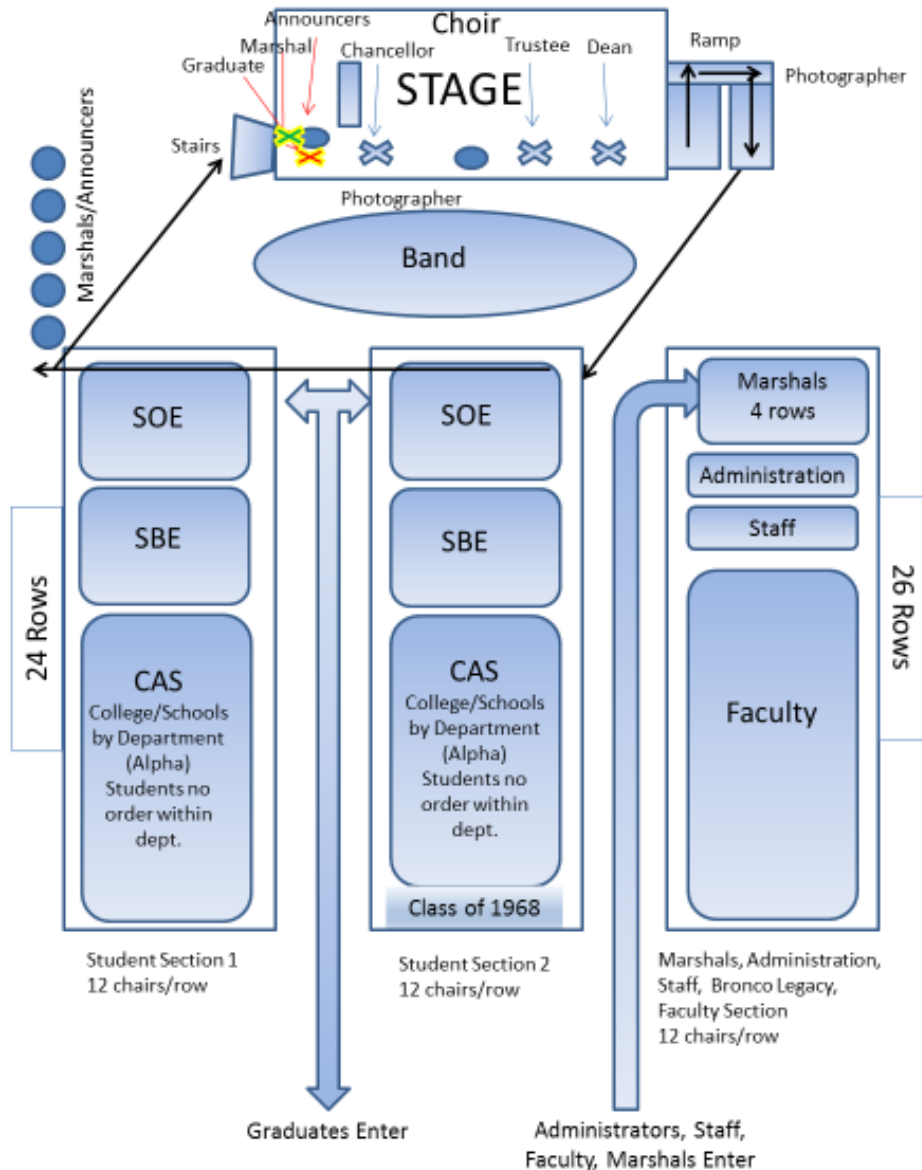
**PHOTOGRAPHERS:** Contracted photographers are required to take photographs of graduates 1) when they receive their diploma cover shaking hands with the Chancellor and 2) when graduates exit the stage on the ramp. Family/friends may NOT take pictures during the Commencement Ceremony from the floor level. Personal photos should be taken from the stands or outside after commencement. Photos and price sheets will be mailed to you for photo purchasing.

**DIPLOMA MAILING** - The Office of the Registrar will mail diplomas to graduates beginning the week of June 18, 2018. Please note: if you have any holds, you will not receive your diploma or a final transcript. **YOU MUST ENSURE THAT THE REGISTRAR'S OFFICE HAS A VALID MAILING ADDRESS.** You can update your mailing address by logging into Banner Web:

[https://ssbprod-fsu.uncecs.edu/pls/FSUPROD/twbkwbis.P\\_WWWLogin](https://ssbprod-fsu.uncecs.edu/pls/FSUPROD/twbkwbis.P_WWWLogin)

## CONGRATULATIONS!

Best wishes in your career pursuits and remember your alma mater, both fondly and financially.



## Alma Mater – “Old White and Blue”

by Mary T. Etheridge

Our colors so true, Oh Hail, White and Blue!  
To thee our voices ring.  
Tho' seasons may roll, and changes unfold,  
Thy praise we'll ever sing.  
All honor and love and loyalty  
We pledge our hearts anew.  
Our Alma Mater **F. S. U.**  
We hail thee, Old White and Blue.

We cherish each hall, each time honored wall  
Each bending tree and bower.  
Tho' far we may roam, thy spirit leads on  
To victory and power  
With courage and might and majesty  
March on, old colors true.  
Our Alma Mater **F. S. U.**  
We'll stand by Old White and Blue!