

**GUIDE FOR DOCTORAL-MASTER'S DEGREES
SPRING COMMENCEMENT 2018**



Line-Up

Friday, May 11, 2018

Seabrook Auditorium – 2nd Level

(Park @ FSU Lot Z across from Rudolph Jones Student Center)

1:30 p.m. Doors Open / Line-Up 2nd Floor - Balcony / Graduation Card Provided

See details below about Line-Up, Processional, Conferring of Degrees, and Recessional

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**Commencement**

**Friday, May 11, 2018– 3:00 p.m.**

**Seabrook Auditorium**

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

**2:45 p.m. – Procession Begins**

**GUIDE FOR DOCTORAL-MASTER'S DEGREES GRADUATES**

**PREPARATION FOR GRADUATION** – Be sure to check your record for any holds on your account, such as outstanding bills, parking tickets, exit interviews, and library books. **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 Marshal or Registrar during Line-Up on May 11 at 1:30 p.m. in Seabrook Auditorium. 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.
2. Your card will have your name 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. The information on the reverse side of the card will be used by the photographer.
4. **DO NOT BRING EXTRA ITEMS INTO SEABROOK. ANY ITEMS LEFT IN THE LINE-UP BALCONY ARE LEFT AT YOUR OWN RISK.**

**PREPARATION FOR THE PROCESSIONAL**

1. Arrive for Commencement on Friday, May 11, 2018, no later than 1:30 p.m. **Enter the front entrance of the Seabrook Auditorium and go to the 2<sup>nd</sup> Floor Balcony 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, gown, tassel, hood, stoles, etc.). Replacements for lost items will not be available.
2. Please inform your family that they can enter the Seabrook Auditorium preferably not before 2:00 p.m. Seating is on a first come, first serve basis. They should be seated no later than 2:45 p.m. (See #7 in this section.)

3. **The Processional will begin promptly at 2:45 p.m.** Please be prepared to walk downstairs from the 2<sup>nd</sup> Floor to the 1<sup>st</sup> Floor. Therefore, **please wear the appropriate shoes** for the occasion, while considering your safety and comfort.
4. Find the marshals for your college and request your line-up card (note the line-up card number for your placement in the line). 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. **(Therefore, do not drop or lose your card!)**
5. Check your academic attire. **The cap/hat should be worn to the front of your head so that the mortarboard (master's cap) sits level on top of your head. The tassel for Doctoral-Master's degree graduates should be worn on the left.** 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 – blue and white. Also, your academic discipline is indicated by the colors in the hood. Stoles (if any) are worn on top of your gown.
6. **TURN OFF OR SILENCE CELL PHONES AND ALL ELECTRONIC DEVICES.**
7. **Guests will NOT be permitted to go with you to the 2<sup>nd</sup> floor at 1:30 pm. Guests will be permitted to enter the Seabrook Lobby/Auditorium and be seated on the 1<sup>st</sup> floor until full, then the balcony.** Umbrellas, flowers, balloons, and baby strollers are **not** permitted inside Seabrook. No photography will be allowed on the floor in the aisles or near the stage.

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

Form the processional line, in twos, as directed by your marshal. **WALK WITH DIGNITY AND PRIDE. The Processional order is:**

1. College of Education (Doctoral candidates followed by Master's graduates); College of Business and Economics (Master's graduates), and College of Arts and Sciences (Master's graduates).
2. Follow behind the persons preceding you when marching down to the first 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 to your right as directed by your marshal.

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

#### **CONFERRING OF DEGREES**

1. The Provost will present to the Chancellor **ALL** doctoral and master's candidates for degrees, at which time you will stand.
2. You will be asked to be seated in preparation for receiving your diploma cover/tube.
3. Next, your Academic Dean will report to the podium and say, **“Will the doctoral/master's graduates in the College of... please stand and report to the ready position.”** The order will follow as outlined in the program beginning with 1) the College of Education doctoral then master's graduates, 2) the College of Business and Economics Master of Business Administration graduates, and 3) College of Arts and Sciences master's graduates.
4. Doctoral graduates will bring their hoods to the stage for the hooding ceremony. Each candidate will be accompanied by his/her dissertation chair who will place the hood on his/her respective candidate. A photo will be taken with the Chancellor and Dissertation Chair.
5. After the hooding, each candidate goes to stage left and waits until all other doctoral candidates have been hooded.
6. **Doctoral Group Photo:** A group photo of all doctoral candidates will be taken by the official photographer. Then, doctoral candidates can exit the stage.
7. Go to take 2<sup>nd</sup> photo, then return to your seat and, when your row is full, sit down.
8. Master's graduates, please check your hood and the person's preceding you before approaching the stage. It should hang directly behind you, not off your shoulders.
9. The Marshals will direct you to the stage. One marshal will be at the beginning of the stairs to the stage and one will be at the top of the stairs. Hand your pre-printed card to the announcer.
10. **After giving your pre-printed card to the announcer, proceed IMMEDIATELY (do not hesitate) to the Chancellor to receive your diploma cover/tube. RECEIVE TUBE WITH YOUR LEFT HAND AND**

**SHAKE HANDS UNDERNEATH WITH YOUR RIGHT HAND.** A photograph will be taken at the same time. Walk to the FSU Board of Trustees 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 go to area for 2<sup>nd</sup> photo at the bottom of the exit stairs to the right.

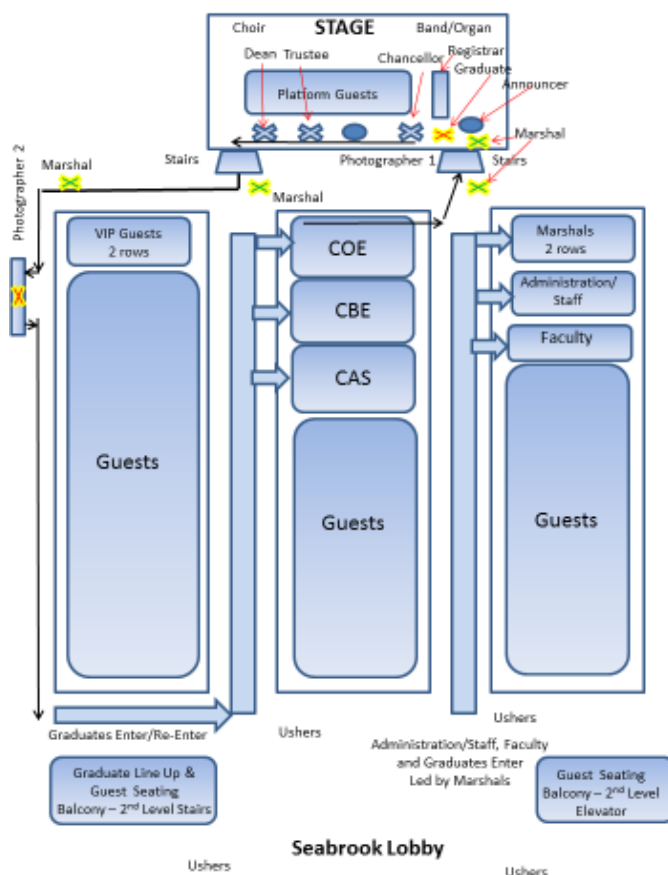
11. After photo, turn right and go to back of auditorium and re-enter to your seat and, when your row is full again, sit down as a group.
12. **Graduates are expected to stay until the end of the entire program to prevent distractions or disruptions to the ceremony. If you are unable to remain for the entire program, please do not participate.**
13. **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 Seabrook Auditorium/Lobby.

**PHOTOGRAPHERS:** Contracted photographers are required to take photographs of graduates 1) when they receive their hooding/diploma cover/tube with the Chancellor and 2) when graduates exit the stage. Family/friends may NOT take pictures during the Commencement Ceremony. Personal photos should be taken 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 and BEST WISHES in your professional 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!