A GUIDE FOR GRADUATES
SPRING COMMENCEMENT 2017

Graduate Expo and Rehearsal
Friday, May 12, 2017
Cumberland County Agri-Expo Center (Park @ South or East Lots)
Dr. Jon Young, Provost & Senior Vice Chancellor for Academic Affairs, Presiding
8:15 a.m. Doors Open / 8:30 a.m. Graduation Expo / Pick-Up Graduation Card
9:30 a.m. Rehearsal of Processional, Conferring of Degrees, and Recessional

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Commencement
Saturday, May 13, 2017—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: Yearbook Pick-Up
  Station 2: Career Services Survey
  Station 3: FSU Graduate Programs and Admission Applications
  Station 4: Alumni Affairs Information
  Station 5: Academic Affairs
    ▪ Graduation Gift
    ▪ Guide for Graduates (handout)
  Station 6: Graduation ‘Line-Up Card’
• Line-Up for Processional to Crown Coliseum - Marshals
• Rehearsal – Dr. Jon Young, Provost & Senior Vice Chancellor for Academic Affairs ~ Presiding
  o Welcome / Highlights of Guide for Graduates Dr. Young
  o Academic Attire Demonstration Office of the Registrar
  o Conferring of Degrees Walk-Through Two Rows of Each College/School
  o Alma Mater (See page 5) FSU Concert Choir Member
  o Closing Remarks Dr. Young
  o Recessional to Agri-Expo Center Marshals
GUIDE FOR 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 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.**

<table>
<thead>
<tr>
<th>Commencement Dress Attire: Formal Academic Regalia (gown, hood, cap, tassel)</th>
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<tr>
<td>Women: Please wear dark-colored skirt, dress, or pants and shoes. No purses.</td>
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<tr>
<td>Men: Please wear a shirt and tie, dark slacks and shoes.</td>
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<tr>
<td>No sneakers or other casual attire, please.</td>
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REHEARSAL/GRADUATION CARD – You will receive this card from the Registrar at the 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 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. There will be no extra cards at the Coliseum.
6. **DO NOT BRING EXTRA ITEMS INTO THE EXPO CENTER. ANY ITEMS LEFT IN THE LINE-UP STAGING AREA WILL BE DISCARDED.**

PREPARATION FOR THE PROCESSIONAL

1. **Arrive** for Commencement on Saturday, May 13, 2017, no later than 7:15 a.m. Please be sure to bring all parts of your regalia (cap, tassel, etc.). Replacements for lost items will not be available.
2. **The Processional will begin promptly at 8:45 a.m.** Please inform your family that they can enter the Crown Coliseum at 7:30 a.m. and to please be seated no later than 8:30 a.m.
3. Please be prepared to walk indoors from the Agri-Expo Center to the Crown Coliseum, which includes “walking down the stairs” of two escalators [ESCALATORS ARE NOT TURNED ON]. Therefore, please wear the appropriate shoes for the occasion, while considering your safety and comfort.
4. **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 School of Education, School of Business and Economics, and College of Arts and Sciences. Once you are at the appropriate line-up area, 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 School 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/school, 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/readers 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 undergraduates should be worn on the right. 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, double column, 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. School of Education (with ROTC graduates in front, followed by doctoral, master, and bachelor graduates; School of Business and Economics (master, bachelor), and College of Arts and Sciences (master, bachelor).
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 doctoral candidates who will enter on the right. 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** candidates for degrees. The Chancellor will confer all degrees and request that undergraduates 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 School of… / College of… please stand and report to the ready position.**” The order will follow as outlined in the program beginning with the School of Education/Doctoral Candidates then other graduates, followed by the School of Business and Economics and the College of Arts and Sciences. Master graduates will receive diploma covers followed by Bachelor graduates.
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 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. RECESSINAL - 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 two’s 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 19, 2017. 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.unccs.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!