



FAYETTEVILLE
STATE UNIVERSITY™



Guide for Commencement

GRAD & UNDERGRAD Graduation Guideline

class of
2025



FALL 2025



IMPORTANT DATES & TIMES:

Rehearsal:

Thursday, December 11, 2025, 2:00 p.m.

Felton J. Capel Arena

(You will be guided of where to go upon your arrival)

Graduates Line-Up (Commencement Day)*

*MUST have Graduation Card

Friday, December 12, 2025

7:30 a.m. (Arrival Time)

8:45 a.m. (Line up)

9:45 a.m. (Processional)

Commencement Day:

Friday, December 12, 2025, 10:00 a.m.

Felton J. Capel Arena

(Park @ Lot J & K)

GUIDE FOR GRADUATES:

BEFORE GRADUATION

1. Verify course credits and final grades meet graduation requirements with your Academic Advisor.
2. Check accounts for any holds, such as outstanding bills, parking tickets, exit interviews, library books. **NOTE:** Diplomas will not be mailed to any graduate with holds.
3. Apply for Graduation by November 30 if you would like to participate in the 2025 Winter Commencement Ceremony.
4. Purchase regalia (gown, hood, cap, and tassel) through the FSU Bookstore website: <https://www.bkstr.com/fayettevillestatestore/shop/graduation> or purchase directly from Bronco Spirit Store in RJSC.

GRADUATION CARD

If you can't attend rehearsal, you will receive a card from the Marshal or Registrar during Line-Up the morning of commencement. The card is important for the following reasons:

- Your card will have your name printed on it. (You may add the phonetic spelling above your name if others tend to find your name difficult to pronounce).
- The information on the reverse side of the card will be used by the photographer.
- **YOU MUST BRING YOUR CARD WITH YOU ON COMMENCEMENT 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.

GUIDE FOR GRADUATES (cont'd):

PREPARATION FOR THE PROCESSIONAL

1. **Arrive for Commencement on Friday, December 12, 2025, no later than 8:00 a.m.** You will enter the front lower-level entrance of Capel Arena. Line-up will be at Lilly Gym and as rehearsed! Be sure to bring **ALL** parts of your regalia (cap, tassel, gown, and hood).
2. Check your academic regalia attire. The tassel is 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 (White and Blue). Also, your academic discipline is indicated by the colors in the hood.
3. Upon your arrival, find the marshals for your college, who will help you line up. You will be asked to show your Graduation Card. If you do not have it, you may be directed to the back of the line. You can avoid unnecessary delays by arriving on time with 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)!**
4. **The Processional WILL begin PROMPTLY at 9:45 a.m. WALK WITH DIGNITY AND PRIDE!**
5. Form the processional line as directed by your marshal. Follow behind the people preceding you when marching onto the floor. You will be marching by twos up the aisle to the left of the section reserved for graduates. Enter the row of seats as directed by your marshal.
6. The Processional order is listed below:
 - a. University Leadership and Administration
 - b. College of Education Doctoral candidates, with their dissertation advisors
 - c. College of Education
 - d. College of Humanities and Social Sciences
 - e. Broadwell College of Business and Economics
 - f. Lloyd College of Health, Science, and Technology

ONCE ALL GRADUATES HAVE FILLED ALL ROWS, PLEASE REMAIN STANDING UNTIL YOU ARE DIRECTED TO BE SEATED BY THE CHIEF MARSHAL OR THE CHANCELLOR.

CONFERRING OF DEGREES

Doctoral candidates will bring their hoods to the stage for the hooding ceremony. Each candidate will be accompanied by their dissertation chair, who will place the hood on their respective candidate. A photo will then be taken with the Chancellor and the dissertation chair.

After the photo, please line up on the stage ramp to the right until the announcer calls for everyone to return to the stage for the group photo. Following the group photo, please exit the stage for your individual photo, then return to your seat. Once the entire row is filled, you may be seated.

Honor students will be recognized first (as a group) by the Provost and Vice Chancellor for Academic Affairs. The Provost will then present to the Chancellor all undergraduate candidates for degrees. (Reading of the names). The Chancellor will confer all degrees and request that the undergraduates turn their tassels from right to left. Turning of your tassel should be done with your left hand.

GUIDE FOR GRADUATES (cont'd):

In preparation for the degree conferral and reading of graduate names, you will be asked to be seated in preparation for receiving your diploma cover/tube.

- Next, your Academic Dean will report to the podium and say, **“Degree Candidates 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, followed by the College of Humanities and Social Sciences, then the Broadwell College Business and Economics, and finally the Lloyd College of Health, Science, and Technology.
- Check your hood and the person preceding you before approaching the stage. It should hang directly behind you, not off your shoulders.
- 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 (at the top of the stage).
- After giving your pre-printed card to the announcer, proceed IMMEDIATELY (do not hesitate) to the Chancellor to receive your diploma cover. Continue walking by the Chairman of the FSU Board of Trustees (or Vice Chair) and your Academic Dean as they congratulate you with a head nod.
- After exiting the stage, please pause at the base of the ramp for your formal graduation photo, then proceed back to your seats. When the row is full again, sit down.
- Graduates are expected to refrain from disruptive behavior including, but not limited to shouting, stepping, stomping, hopping, or chanting!
- Graduates are **REQUIRED** to stay until the end of the entire program. If you are unable to remain for the entire program, please do not participate.

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 Capel Arena.

PHOTOGRAPHY/PHOTOGRAPHERS

Personal photography is permitted but only from the seats/stands.

Contracted photographers are **required** to take photographs of you when:

1. you receive your hooding/diploma and cover/tube with the Chancellor and
2. you exit the stage.

Photos and price sheets will be mailed to you for photo purchase.

DIPLOMA MAILING

The official third-party vendor will begin mailing diplomas to graduates during the week of February 9, 2026. Please note that your degree, if applicable, will be conferred on your official transcript prior to that date. You may request an official transcript once your degree has been officially posted. All graduation-related updates and communications will be sent to your Bronco email account, so please check it regularly. **Diplomas will not be released to students who have outstanding holds on their accounts.** To avoid delays, ensure that all financial and administrative obligations are resolved in advance.

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

GUIDE FOR GRADUATES (cont'd):

OTHER INFORMATION FOR GRADUATES

Please review the following information thoroughly!

Attire. The appropriate attire for graduates attending the University Commencement ceremony is:

“Dressy” Business Casual (***No sneakers, no jeans, no casual attire***)

Women: Please wear skirt, dress, or pants and shoes. No purses.

Men: Please wear a shirt and tie, slacks and dress/casual shoes.



Please wear the appropriate shoes for the occasion, considering your safety and comfort.

PARKING

Capel Arena: VIP guests and those with mobility challenges may park in Lot CS. All others are asked to park in available, non-reserved spaces around Capel.

- Handicap Parking around Capel Arena is Limited (Any guests with accessibility needs should plan to arrive early to be seated in a desirable area).

ACCESSIBILITY ACCOMMODATIONS

Any graduates or guests requiring ADA assistance should contact the Counseling and Personal Development Center at 910-672-1222 or counselingservices@uncfsu.edu or disabilityservices@uncfsu.edu.



TURN OFF OR SILENCE CELL PHONES AND ALL ELECTRONIC DEVICES!



ONLY CLEAR PURSES, BACKPACKS, ETC. ARE ALLOWED IN THE CAPEL ARENA!



Guests will not be permitted to enter the Capel Arena without a ticket! Guests will be permitted to enter the arena at 8:15 AM and must be seated before the processional start at 9:45 AM. All family and friends that do not have tickets may watch the graduation ceremony live streamed in the Seabrook Auditorium.

CONGRATULATIONS & BEST WISHES in your professional pursuits
and remember your Alma Mater, both Fondly and Financially.