

## Ceremony Details for 2014

### Saturday: May 3, 2014: 1:30pm:

- Bismarck Civic Center; Main Arena.
- Bowen Avenue, one block south of Main Avenue between Fifth Street South and Seventh Street South.
- Doors open: 11:00am. Main entrance; Door A1 on Bowen Ave.
- Student Attire: Black cap, gown, and tassel; appropriate hood for masters and doctorates.
- Place tassel at right side of mortar board or tam;
  - This is strictly academic attire. Do not add additional adornment.
- Student Lineup begins at 11:30am to 1:15pm;
  - Ceremony lasts approximately 2.5 hours
- If any student needs physical assistance during this event, please contact [graduation@umary.edu](mailto:graduation@umary.edu) by April 1.

### Guidelines For All Graduates:

- School Traditions will be available in Linden Room for last minute graduation attire.
- Leave personal items with family or friends. Turn cell phones off or to silent.
- All graduates must pick up mandatory name card in the Linden Room.
- Undergraduate honor students must pick up honor cords in the Linden Room:
  - Cumulative GPA taken at end of 7<sup>th</sup> semester per university policy for commencement purposes; 3.5000 to 4.0; undergraduates only.
- All doctoral and master students must have an appropriate hood. If one is needed, see School Traditions in Linden Room.
- All graduates line up in the corridor around the arena in order of degrees as follows:
  - DPT; MSN; MSOT; MSRT: School of Health Sciences;
  - M.ED; MSC: Liffrig Family School of Education and Behavioral Sciences;
  - MBA, MPM, MSS: Gary Tharaldson School of Business
  - BA; BAN; BM; BS; BRST;BSN; B.US
    - (the location of each degree within the corridor will depend on the number of students attending the ceremony.)
- Watch left and right sides of corridor for self-help signs, or ask assisting personnel.

### Processional:

- Begins at 1:20pm sharp
- A senior faculty member will lead the processional with the Mace.
- **ALL STUDENTS** must have a name card;
  - If you have lost it, get a new one from assisting personnel.
- Doctors and masters drape hood over right arm;
  - University personnel in the corridor will assist.
- Marshals in gray gowns will escort the line-up to the seating area.
- Remain standing at your seat until after the Invocation;
  - Men: remove your cap/tam.

### Receiving Recognition for Degree:

- ***Everyone must have a name card at this time.***
- Marshals in gray gowns will assist.
- Watch your row leader (first person to the far right).
- Entire row will stand.

- Proceed to the platform in orderly fashion:

**Doctors and Masters:** with hood draped over right arm and with name card;

- Approach the podium;
  - Give name card to Dr. Diane Fladeland;
- Proceed to your school representatives at center stage.
  - Offer the hood to them. Turn toward audience. Hood will be placed onto the shoulders;
- Proceed to Monsignor Shea to shake hands and receive the University of Mary plaque;
- *Lifetouch School Portraits* will snap a photo as students are hooded, when shaking hands with Monsignor Shea, and/or leaving the stage.
- Return to your seat. Remain standing until entire row returns then be seated;
- Remain seated until end of ceremony in respect for fellow graduates and guests.

**Undergraduates:** with name card

- Proceed to podium
  - Give name card to Dr. Diane Fladeland;
- Proceed across stage to Monsignor Shea.
  - Shake hands and receive the University of Mary plaque;
- *Lifetouch School Portraits* will snap a photo as students shake hands with Monsignor Shea and/or leaving the stage;
- Return to your seat. Remain standing until entire row returns then be seated;
- Remain seated until end of ceremony in respect for fellow graduates and guests.

**Recessional:**

- During the Benediction, please stand and men remove your cap/tam.
- A senior faculty member with the Mace will begin the recessional as he/she leaves the stage. All stage guests will follow.
- After the stage guests have passed the first row of students in the center aisle, marshals in gray gowns will escort the students in orderly fashion for dismissal.

**Doctoral Attire Return:** Linden Room, west corridor.

- *Inform the university staff of your name upon the return.*
- *Make arrangements for hood purchase with School Traditions if you choose to keep the hood. They will be available until 4:30pm.*

NOTE: A commencement ceremony is a public celebration for educational achievement. Students do not graduate by attending the ceremony. All academic requirements must be fulfilled per university policy. Graduation becomes official after the Registrar confers the degree.

Update: 07/29/2013