

Commencement Day Instructions for Undergraduates

All ceremonies will start **PROMPTLY** at the designated time in the O’Pake Fieldhouse:

- Undergraduate ceremony for College of Education and College of LAS: Saturday, May 11 at **9 a.m.**
- Undergraduate ceremony for College of Business and College of VPA: Saturday, May 11 at **2 p.m.**

TICKETS:

You should have received your allocation of tickets for this event with your cap and gown. Those who requested extra tickets through the online reservation form can pick them up in 119 Stratton Administration Center from Monday – Friday between 8am and 4:30pm from May 1st through May 8th. See your email for more information.

CAP AND GOWN:

- Take the gown out of the bag and hang it up for creases to fall out.
- If necessary, hang the gown in the bathroom while you shower or use a steamer.
- Do NOT use a hot iron on your gown.
- The cap and tassel will be in the bag with your gown.
- Secure the tassel to the button on the top of the cap.
- The front of the cap is noted on the underside of the mortar board.
- Bring a couple of bobby pins and clip it to your hair, especially if the cap is loose.
- Wear comfortable shoes!! There are stairs on the procession route!

HONORS MEDALLIONS and HONORS STATUS

- Honors status does not include current semester grades.
- Students with a 3.4 GPA or higher received a KU honors medallion with their cap and gown to signify cum laude, magna cum laude, or summa cum laude status.
- Students with a KU honors medallion will be grouped together in the front of each college to process first and receive their diploma covers first. (NOTE: This does not apply to students with medallions from clubs or programs.)
- CUM LAUDE, MAGNA CUM LAUDE, or SUMMA CUM LAUDE is noted in the program and announced as you cross the stage.
- Honors status earned after grades are determined for the current semester will be noted in the final diploma and on the transcript.

PARKING AND ACCESS:

- The best place to park for students and guests is in Lots A2 and A3, where shuttles will run continuously to the Fieldhouse beginning at 7:45 a.m. Parking will also be available in Lots C1, C2, F1, F4, and F6 however, there will not be shuttle service from those lots.
- Handicapped parking for those with state-issued permits will be in Lots E1 and E2. Spaces are limited and available on a first-come, first-serve basis.

NOTE: Students and guests who need accessible seating or other accommodations and haven’t already made arrangements should contact Caecilia Holt at 610-683-1396 or commencement@kutztown.edu.

WHEN TO ARRIVE and WHERE to GO:

- **Saturday morning Colleges of Education and LAS:** Doors open for guests at 8 a.m. for the 9 a.m. ceremony. Students should report to the Keystone robing area by 8 a.m.
- **Saturday afternoon Colleges of Business and VPA:** Doors open for guests at 1 p.m. for the 2 p.m. ceremony. Students should report to the Keystone robing area in the Keystone Arena by 1 p.m.
- Allow plenty of time for traffic, parking and weather—the ceremony will start on time!
- Park in the Beekey parking lot across from the fairgrounds, where shuttle buses will take riders from the Beekey lot to the Fieldhouse beginning at 7:45 am.
- Report to the respective Dean's table to get your name card.
- Check with your Dean if there is no card for you. Blank cards will be available once it has been verified that you are eligible to participate in graduation.
- Let your Dean know of any unique or particular pronunciation of your name.
- Scan the QR code on your card to enter information needed for the photographer. If the QR code on your card doesn't work, scan the QR code on a blank card or from the code displayed on the table. **Do not scan another student's card.**
- Guests are not permitted in the robing area.
- Use restrooms in the back hallway from Keystone Arena

LINING UP:

- Processional lines will form 20 minutes before each ceremony. Staff are available to assist in the process.
- Two lines will form, one behind the dean, one behind the associate dean.
- **If you want to sit next to someone you should be in front of or behind them in line.**
- Candidates with honors medallions are in the front of each line, followed by candidates without honors.
- Candidates wear the cap with tassel hanging from the right side of the cap.
- Graduates process in two lines through faculty honor guard and down center aisle where the lines will split to the sides for seating.
- It is important to stay in a 2 x 2 line!
- Usher Marshals will guide to seating area and row.
- Remain standing until all have processed into the fieldhouse.

DECORUM: This is an important day and ceremony for you and your family!

- Do not get up and walk around during the ceremony. If you feel ill or need a restroom, please let one of the ushers know.
- No additional adornments are permitted on your gown. Cords, sashes, or medallions earned through various honor or campus societies, or academic achievement may be worn.
- Turn off or silence cell phones or other electronic devices.

PICTURES

- A professional photographer takes a picture with the President and at the bottom of the stage exit ramp.

- Family members or guests are not permitted near the platform or graduate seating area to take photos.
- Photographer will contact graduates about their photos.
- NO selfies with the President are permitted!

STAGE DIRECTIONS

- Tassel should be on the right side of the cap
- Have your name card ready to bring to the stage
- Follow the instruction of the Usher Marshal to the stage
- Hand name card to the Dean at the first podium.
- The Dean will read your name.
- Go to the center of the stage to receive diploma cover.
- President Hawkinson will present diploma cover.
- Accept the cover **and turn with the President for a picture.**
- **Stop at the end of the exit ramp for a second picture with your diploma.**
- Return to your seat but **DO NOT** move the tassel to the left.

CONFERRING OF DEGREES

- The President will formally confer degrees after all graduates have been called and everyone is at their seat.
- The President will instruct all undergraduates to move tassels to the left.

RECESSIONAL

- Platform guests and faculty will process out first, then graduates.
- Graduates wait until the Usher Marshal dismisses them by row.

WHERE TO MEET FAMILY AFTER THE CEREMONY

- Pre-arrange a place to meet up with your family after the ceremony. There are close to 500 graduates all wearing maroon robes and 5000 guests. The area outside the field house will get very crowded.

We hope you enjoy this special day!