

## Commencement Day Instructions for Masters Candidates

The ceremony will take place on Friday, May 10 at 5 p.m. in the O’Pake Fieldhouse. Please note that the ceremony will begin PROMPTLY at 5 p.m.

### 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.
- Wear comfortable shoes!! There are stairs on the procession route!

### PARKING AND ACCESS:

- Parking for Friday’s graduate ceremony will be in Lots F1, F4, F6, E2, C1, and C2.
- 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.

### ACCOMMODATIONS

- 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](mailto:commencement@kutztown.edu).

### WHEN TO ARRIVE and WHERE to GO: (Guests are not permitted in the robing area!)

*There will be a staff member in the Student Robing Area to provide specific instructions for masters- and doctoral-level candidates. Please be sure to check-in with them once you have your name card.*

- Fieldhouse doors open at 4 p.m. for the 5 p.m. ceremony for students in all four colleges. Students should report to the Keystone arena robing area by 4 p.m.
- Allow plenty of time for traffic, parking and weather—the ceremony will start on time!
- 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 as displayed on the table.  
**Do not scan another student’s card.**
- **Put on your graduation robe only.** You will carry your hood and your cap into the Fieldhouse.
- 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.
- Carry your cap and have your hood draped over your right arm.
- 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.**
- 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.

**STAGE DIRECTIONS:** *Watch this video at the 1:07-minute mark:* [Graduate Ceremony May 2023](#)

- As your row is called, place your cap under your seat.
- Take your hood and name card with you to the stage.
- Your hood should be draped over your right arm.
- When it is your turn, hand your card to the College Dean.
- As your name is read, proceed to the Dean of Graduate Studies and offer your hood. The Dean will lift it from your arm.
- Turn to face the audience for the hooding and photograph. Stand up straight – the Dean will lift the hood over your head.
- After the hooding, proceed to the President, accept your diploma cover with your left hand, and turn with the President for another photo.
- Exit the stage and pause at the bottom of the ramp for a third photo.
- Return to your seat and place your cap on your head with the tassel to the left side.
- The President will formally confer degrees after all masters candidates have been called and everyone is at their seat.

**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.
- 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!

#### **RECESSIONAL**

- Platform guests and faculty will process out first, then graduates.
- Graduates must wait by their seats until dismissed by row by the Usher Marshals.

*We hope you enjoy this special day!*