

# 2024 Commencement Guidelines

## What to Expect the Day of

### **COMMENCEMENT**

**Date:** Saturday, May 4, 2024  
**Location:** Dyson Baudo Recreation Center  
**Time:** 1:00PM to approximately 3:30PM

### **CHECK-IN**

All graduates **MUST** check in between 11:30 – 12:30 in the lower-level of the DBRC, next to the racquetball courts.

***You must be checked-in, in regalia, and in line by 12:30pm OR YOUR NAME WILL NOT BE CALLED!***

You will want to be sure your robe is free of wrinkles well before the ceremony. See reverse page for tips.

Silence your cell phone no later than 12:30. Be sure to use the facilities to avoid the need mid-ceremony!

Student Marshals will assist you in lining up according to the number found on your check-in sheet and adjusting for any students who are unable to attend. The person with the lower number should be on the right.

### **PROCESSION**

Soon after you line up in numerical order, the Faculty Marshals will guide you up the stairs in pairs for the traditional academic procession.

When you arrive at the graduate seating area, guided by Student and Faculty Marshals, *remain in numerical order* as you enter your row, making sure to leave no seats vacant.

***Remain standing until you receive direction to be seated after the National Anthem***

### **CEREMONY**

The President will offer a welcome, followed by the College Hymn and the Jewett Orations. (See the Jewett memo for details if you would like to compete to be a Jewett speaker). Following the Jewett Orations, prizes and awards will be recognized and the choir will provide Music for the Occasion in advance of the Commencement Address. Then Conferral of Degrees!

At the request of the Provost, *all candidates will rise together*. After the President delivers the Charge to the Class of 2024, *all will be seated*. Candidates will rise by row at the direction of a Faculty Marshall and a second Faculty Marshal will lead each row toward the platform, in order of degree: Master of Arts, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, and Bachelor of Science in Petroleum Engineering. ***IT IS VITAL THAT YOU REMAIN IN NUMERICAL ORDER.***

As you proceed toward the stage, you will be asked twice by Faculty Marshals to verify your name, to ensure that the correct name is read as you cross the stage. (Remember that some of your classmates are not present.)

As your name is read, you will walk slowly across the platform to the President, pause before her to shake hands and receive your diploma case, at which time your photograph will be taken with the President.

You will then walk down the ramp and follow the arrows behind the curtain, where your cap and gown picture will be taken. A Student Marshal will direct you back to your seat, *where you will remain standing until your row is filled*. The Student Marshal will signal for you to sit down in unison.

After all degree candidates have returned to their seats, the President will ask all graduates to rise and turn their tassels in unison from the right side of the cap to the left side. The group will then be seated in unison.

### **RECESSION**

Student and Faculty Marshals will direct you on when to rise for the recessional and will lead you out the aisle opposite from the one through which you entered to recess in pairs.

**Please remain in line until you are led out of the facility and have passed through the faculty gauntlet.**

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## *What to Expect the Day of*

### **ACCESSIBLE PARKING AND SEATING**

Accessible parking will be available from Putnam Street in the Mass Media parking lot and behind the McDonough Center and the Admission House. A state-issued accessible identification sign or sticker must be visible in the vehicle. Parking is on a first-come, first-served basis with shuttles available from the parking area to the DBRC entrance. If a shuttle is not present when you arrive or is needed from other on-campus parking areas, please call 740- 376-3333 to request a pick up.

Guests with limited mobility may also be dropped off at the DBRC entrance by accessing the service road behind Gilman Hall from Butler Avenue. Because there is a bit of a walk from the entrance into the seating area, a wheelchair will be available at the entrance for transporting individuals to their seat. Ushers will be available for assistance.

For guests in a wheelchair/scooter or using a walker, seating will be available immediately behind the graduate seating area. Seating in this section is available on a first-come, first-served basis and is limited to the individual needing accommodation and one or two other individuals. Please do not move additional chairs into this area to help us accommodate everyone.

### **RECOGNITION OF HONORS**

**Prospective May 2024 Graduates** who are expected to complete their degree requirements by the end of the Spring 2024 term will be eligible to have anticipated academic honors noted in the Commencement program based on the cumulative GPA as of the previous term. However, formal awarding of Latin honors and Honors Program(s) completion will be determined based upon the cumulative GPA after all requirements are completed and final grades are submitted.

**Confirmed August/December 2023 Graduates** who did not previously participate in a Commencement ceremony for the same degree will have all applicable academic honors noted in the Commencement program.

**Prospective August/December 2024 Graduates** are ineligible to have academic honors noted in the Commencement program. If you prefer to participate in the 2025 ceremony after degree completion, please notify the Records Office. Please note that students may participate in only one Commencement ceremony for the same degree.

All summer and fall 2024 graduates will be invited to the Fall Graduation Celebration, in addition to their preferred Commencement ceremony (before or after completion).

### **DIPLOMAS**

Because Commencement takes place before spring grades are available, diplomas will not be distributed at the ceremony. Instead, you will receive a diploma case embossed with the Marietta College name and seal, which will serve as a protective cover for your diploma should you choose not to frame it. If you plan to frame your diploma, or previously received a case at the fall celebration, you are invited to leave the case at the DBRC welcome desk. Our goal is to reduce the number of cases making their way into landfills while also providing cost savings to the college.

Diplomas for spring graduates will be ordered after grades are processed and degrees conferred, no later than May 17.

### **REGALIA**

It is important to remove your gown from the packaging prior to the ceremony. Wrinkles can be released by hanging the gown in the bathroom while you shower (it may be helpful to do so more than once) or you can schedule an appointment with the Career Center to use a professional clothes steamer.

The robe should be fastened at the top and your tassel should be worn on the right side of the cap. Only College approved academic accoutrements (cords, pins, stoles) should be worn, although mortar boards may be decorated to reflect your personal style.

Like diploma cases, students are invited to leave unwanted navy gowns at the welcome desk. Donated gowns will be made available to future graduates who may find the expense of regalia to be an obstacle to celebrating their academic accomplishments with their classmates.

### **AFTER THE CEREMONY**

Family and guests will be asked to remain at their seats during the recessional. It is suggested that you arrange a meeting place to connect with your family after the event concludes.