

# Commencement FAQ

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## The Ceremony

**I haven't attended a ceremony before. How should I prepare?** Read this FAQ!

**Where and when does the ceremony take place?** Saturday, May 13<sup>th</sup> at 11:00am at Van Norman Field

**What time do grads need to arrive?** Grads need to be **in the robing room** no later than 9:30AM

**Where are the robing rooms?** Decker Gym. First floor.

**What if it rains?** This is a rain or shine event. The President will decide if commencement will be held inside 3 days prior to the ceremony and you will be notified of any changes. Tickets are required to attend an indoor ceremony.

**How long will the ceremony last?** The ceremony will last about 2 hours. Students will need to arrive 1.5 hours before the ceremony is set to start in order to sign in, pick up their stage card, get robed and line up.

**Can guests sit with students?** No. Guests are seated in the grandstand bleachers.

**Are guests given assigned seats?** No, only students and faculty are given assigned seats. Guests are free to sit in the bleachers, but it is worth allowing plenty of time as seats will fill up quickly.

**Will I receive my diploma at the ceremony?** No. Diplomas are mailed to the graduates' home address two weeks after commencement. Make sure you have a current address on file with the Registrar's Office.

**Do my guests need a ticket?** For outdoor ceremonies, tickets are not required and you may invite as many guests as you like. For indoor ceremonies, each grad will be issued 4 tickets.

**When is Rehearsal?** Rehearsal is Friday, May 12<sup>th</sup> from 1pm – 2pm at Van Norman Field.

## Graduation and Commencement: Not the same thing

**Graduation** refers to actually receiving a degree once a student has been certified by the University as having met all degree requirements. You must complete an Application for Graduation online via WebAdvisor no later than one year prior to the anticipated graduation. If you're not sure you completed an Application for Graduation you must contact the Registrar's Office at 570-662-4201.

**Commencement** is a ceremony. It is an opportunity for students, families, friends, and the MU community to celebrate their academic accomplishments. In order to participate in the ceremony, you have to sign up. [If you don't sign up, you cannot walk.](#)

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## Cap & Gown

**Do I need to wear a cap & gown on my graduation day?** Yes. All candidates are required to wear proper academic regalia.

**How do I get my cap, gown, tassel & hood?** Purchase your attire at the campus bookstore.

Satellite campus students, those working at off-campus internships, or students studying abroad may contact Connie Brant at the Bookstore ([cbrant@mansfield.edu](mailto:cbrant@mansfield.edu)) or 570-662-4916 to make arrangements to mail your attire. Shipping cost is \$9.95. You will need to provide your credit card number, height, degree and address.

**How much does it cost to purchase my attire?**

Bachelor's Attire: cap, gown, tassel & hood: \$54.45 (includes tax)  
(Also worn by Associate Degree and Certificate recipients)

Master's Attire: cap, gown, tassel & hood: \$60.31 (includes tax)

## Special Promotion (\$20 voucher for cap & gown!)

PSECU is your on-campus credit union. In recognition of your upcoming graduation, they are providing a \$20 voucher for your Cap & Gown set! This promotion runs **Monday, April 3, 2017 through Friday, May 12, 2017**, and is open to current members, and those who apply for membership at the PSECU on-campus location during the promotional period. The vouchers are in limited supply, so stop by the PSECU office in Lower Manser soon.

## Academic Dress

**Is there a dress code for graduation?** Yes, Commencement is a formal academic occasion and should be viewed as such in dress and demeanor. When choosing a graduation outfit, ask yourself one question: Can I wear this to a religious service with my grandma?

The following guidelines are provided to help you prepare for your Commencement ceremony.

The academic robe is black with a V neckline and will show part of your clothing underneath. The recommended dress is similar to what you would wear to a formal interview.

*Graduates who are not dressed appropriately will be asked to leave the assembly area and will not be allowed to participate in the Commencement ceremony.*

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Please review the following guidelines:

- Shoes with pointy heels are not permitted. No exceptions. They cause major damage to the field (or the gym floor if held inside). If you choose to wear them anyway, you will be asked to remove them. Flats, wedges, sandals are ok as long as they don't have pointy heels!
- The gown should be mid-calf.
- No jewelry on or over the gown.
- No flowers on the academic robe.

**High Heels:** Just don't.

## **Mortarboard, Tassels, Hoods**

- The mortarboard (academic hat) should be worn with the front point over the forehead below the front hairline, so the flat board is parallel to the floor. (Not worn on the back of the head with the board pointing upward.)
- For ladies, if you decide to wear your hair up, it's important you don't put your hair up too high because the hat cannot sit on your head properly
- Candidates for the bachelor's degree enter the auditorium with the tassel on the right, hanging near the right eye. After the degrees are conferred, the tassel is shifted to the left side.
- Candidates for the master's degree wear the academic robe and mortarboard with the tassel on the left, hanging near the left eye and carry their hood draped over their left arm.

## **Decorating your cap**

**Can I decorate my mortarboard (cap)?** Yes! Go crazy! Make it spectacular but appropriate!

## **Robing Assistance**

**Will someone be available to help me with my robe, hood and cap?** Yes. Robing assistants will be on hand to assist.

## **Honor Cords**

**When / Where do I get my honor cord?** Eligible candidates will pick up their honor cord at rehearsal. If you cannot attend rehearsal, you may pick it up in the robing room commencement morning. *Honors designation is based on the semester PRIOR to the semester in which you graduate.*

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## Sorority/Fraternity

**3Can I wear my Fraternity/Sorority Cord?** Yes. You are permitted to wear a cord for your fraternity or sorority.

## Veterans Cords

**I am a veteran/military student. Do I get a special cord?** Yes. We honor our veterans and military graduates with red, white and blue cords. If you are a military grad, you will pick it up at rehearsal or in the robing room commencement morning.

## Graduate Students

**I am a graduate student. Will I receive a cord?** No. Graduate students do not receive cords

## Graduation Decorum

Graduation ceremonies are, by their very nature, festive occasions. The festivity manifests itself in many ways including the dress of the students and faculty adorned in academic regalia and the warmth, joy and satisfaction of accomplishment.

The ceremonies are also a solemn occasion; the actual conferring of degrees signifies long, hard work on the part of everyone involved: students, faculty, administrators, parents and spouses.

As a consequence of the serious nature of the ceremony, students are expected to maintain a measure of decorum consonant with the occasion. Applause and other recognition of the conferring of degrees should be limited to a joint effort at the conclusion of each graduation group.

Graduates are expected to return to their seats after receiving their diploma, and to remain seated for the rest of the ceremony. Family and guests are asked to remain seated for the entire ceremony, refraining from leaving their seats in order to take pictures or to talk to graduates.

Please note these additional rules: No alcohol or illegal drugs will be permitted on campus, Graduates who appear to be under the influence of either will be removed from the lineup and will not participate in the ceremony, Candidates should not chew gum or tobacco, Air horns or other noisemaking devices are not permitted by graduates or guests and will be confiscated.

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## Stage Cards

### What's a Stage Card and where do I get mine?

Stage cards contain your name, line position number, honors program, Commencement honors, degree, generation grad info, diploma presented by and military recognition

Check in with volunteers in your appropriate room to receive your official stage participation card. **You must have this card to proceed across the stage.**

Last Name beginning with A-P: Room 113

Last Name beginning with Q-Z: Room 118

Report to the robing room and see the volunteer at the sign in table to pick up your card. Do not lose your card. Do not bend your card. Do not write on your card.

## Line Up

### What time is Line Up? What do I do?

You must report to the robing room by no later than **9:30am**

Signs in the hallway will direct you to the appropriate room for robing assistance.

Please remember there will be little or no opportunity to visit a restroom from the beginning of the lineup process until the ceremony ends.

Marshals will begin the line up at **10:15 a.m.** Candidates will be lined up by degree, then alphabetically. Check your stage card number, and the number of the person before you and behind you to ensure you are in the correct order. Once in line, maintain your position.

### Line up procedures must be completed by 10:40 a.m.

At **10:30 a.m.** the Marshals will move the lines to the location where the processional will start.

At **10:50 a.m.** the procession will start in front of Decker. Always pay attention to the person in front of you to make sure they don't take off without you. Do not leave a huge gap between grads.

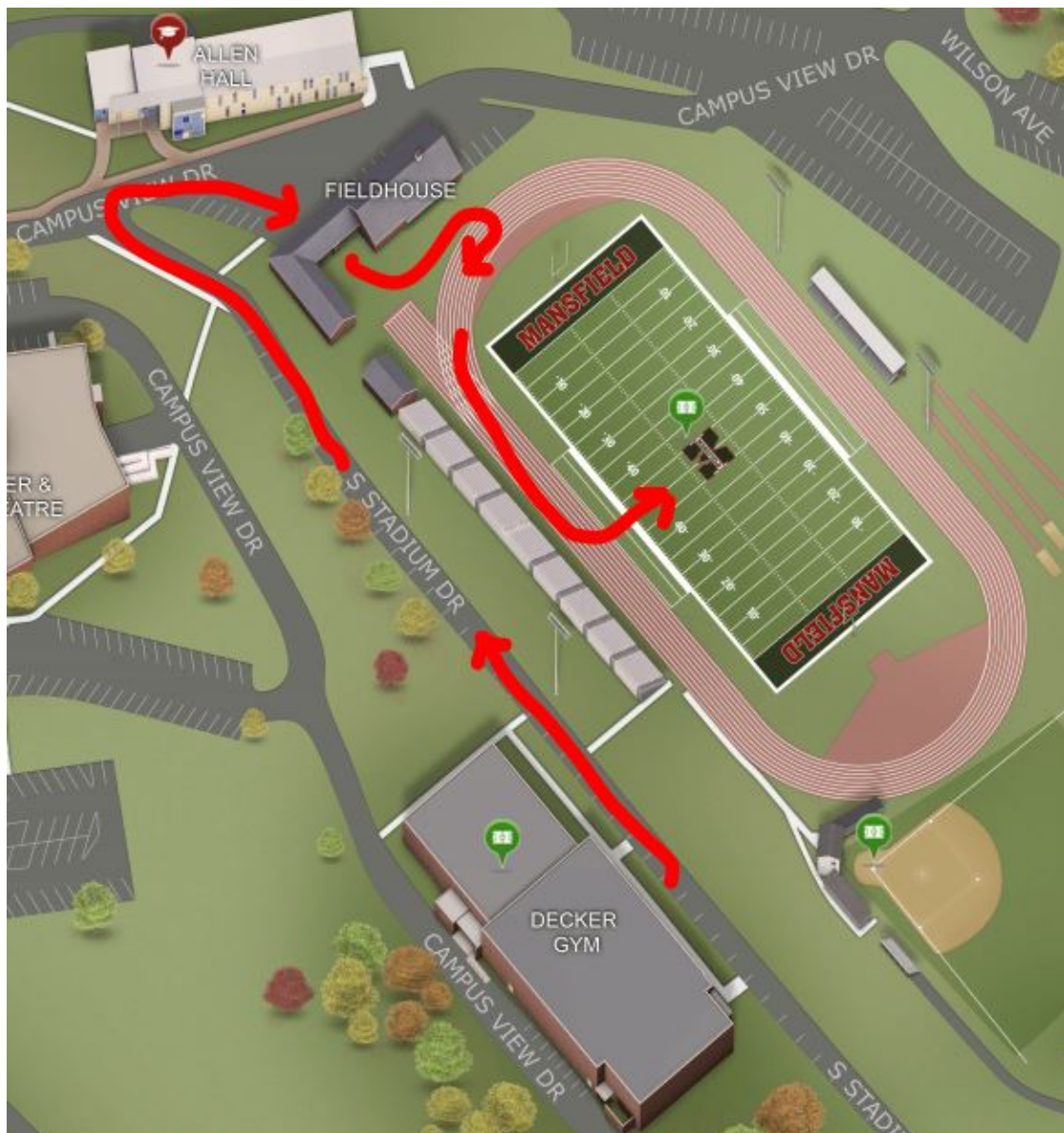
The Marshals will lead candidates from Decker, down S. Stadium drive, thru the main gate to the track. You will then process around the track, walking between faculty, where the Marshals will lead you to your seats. Grads remain **standing** at their seat.

The procession will include – in order – the Grand Marshal, faculty, graduates, the president's platform party and lastly the president.

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## Walking Order

1. Associate in Arts
2. Associate of Applied Science
3. Associate of Science
4. Bachelor of Arts
5. Bachelor of Music
6. Bachelor of Science
7. Bachelor of Science in Education
8. Bachelor of Science in Nursing
9. Bachelor of Social Work
10. Master of Arts
11. Master of Science
12. Master of Science in Nursing



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## Presenting Diploma

**I want my mom/dad to present my diploma to me. Can I do this?** Only MU employees can present a diploma to their grad. If your parent/spouse/child is not an employee, they cannot present your diploma to you. Employees are notified by email to sign up to present to their grad.

## Generation Grad

**My parent(s) graduated from MU. Can I have it announced?** Yes. If you have a parent, grand parent or great grandparent who graduated from MU, please list this on your sign up form and the information will be listed on your stage card and announced by the Herald when you cross the stage

## Live Webcast

**Will there be a live webcast?** No. The live webcast is only available for the *December commencement* ceremony at this time.

## Reception

**Is there a reception after graduation?** Yes! Please join the president, faculty and the platform party for a congratulatory reception directly following commencement. This is a great opportunity for you to introduce your family and friends to special faculty members, take pictures and socialize!

## Personal Items

**Can I carry personal items at the ceremony (purse, cell phone, etc)** Candidates should NOT have personal belongings in their possession. You may carry a cell phone and car keys. (no purses). Do not leave personal items in the robing room as we have no way to secure them. Items found in the robing rooms will be turned over to campus police. MU will not be responsible for these items; students are therefore encouraged to leave valuables with family or friends.

## Name Pronunciation

**My name is difficult to pronounce. Can I speak with the herald to ensure he says my name correctly?** Yes. You can speak to the Herald, Dr. Scott Davis at rehearsal. If you cannot attend rehearsal, contact him directly at (570) 662-4544.

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## Parking

**Where can my family/guests park?** Parking will be available adjacent to and directly below, Van Norman Field, behind the Butler Center and in the East parking Lot A.

## Shuttles

**Are shuttles available to transport guests?** Yes. Six shuttle buses will run from the surrounding parking lots to and from the Van Norman Field from 8:30 a.m. to 1:30 p.m.

## Handicap Seating

**Is there a handicap seating area?** Yes. We have a handicap seating area for our guests in wheelchairs or that have mobility issues and cannot climb stairs. Seats are available on first-come, first-served basis. They cannot be reserved. We have volunteers on hand to assist so please do not hesitate to ask!

## Handicap Parking

**Is there handicap parking?** Yes. There are a limited amount of reserved parking spaces for physically challenged guests in Allen Lot. If possible, please have a member of your family drop off guests at the front gates then park their vehicle and take the shuttle back if necessary.

## Photographs

**When and where do I get my picture taken?** GradImages is the official photographer for commencement. They will be in Decker Lobby to take portraits starting at 8am Saturday morning. You do not need an appointment. During the ceremony, photographers will take a picture of each graduate entering the stage, receiving their diploma, and shaking hands with the president.

They will contact graduates with proofs after the ceremony. There is no charge to have your photograph taken and you are under no obligation to purchase pictures. Pictures can be ordered on line, by phone or by mail. GradImages can be contacted at 800-261-2576 or by email at [www.gradimages.com](http://www.gradimages.com). **[Click here to register your email and get \\$5 off with orders of \\$25 or more](#)**



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## DVD

**Can I purchase a DVD's of the ceremony?** Yes. Commencement ceremonies are professionally videotaped and available for purchase on DVD. The cost is \$20.00. You can pre-order your DVD or order the day of the ceremony. Pre-order by clicking this link:

<http://www.engagedentertainment.com/mansfield>

## Invitations

**I want to order my graduation announcements. How do I do that?** Order from Jostens website here: <http://www.jostens.com/apps/store/customer/1044638/-/>

## Graduation T-Shirt

**Can I pre-order my T-shirt?** Yes. T-shirts will have the names of all graduates printed on the back and were sold out last year so don't wait to order! There will be a limited amount available for purchase the day of commencement. See link in the next paragraph.

## Flowers

**My parents want to buy me flowers. How do I order them?** Flowers are available for purchase in advance or the day of commencement. You can pre-purchase and reserve flowers ahead of time pick up the morning of commencement inside the field gate.

Order flowers and T-shirts: <https://www.thecommentgroup.com/mansfield/>

## Change of address

**What if my address changes?** If your address changes notify Ryan Stanley in the Registrar's Office at 570-662-4201 or [rstanley@mansfield.edu](mailto:rstanley@mansfield.edu).

## Honor Requirements

**Do I qualify for Honors?** Review the qualifications on the commencement website.

<http://www.mansfield.edu/commencement/honor-recipient.cfm>

## Housing

**Will the dorms be open over the weekend?** The Residence Halls will be open until noon on Sunday, May 14. The University will not be able to accommodate your guests in campus housing.

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## Time Line

### Friday, May 12<sup>th</sup>

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|---------|--|
| 1:00 pm | Rehearsal at Van Norman Field  |
| 2:00 pm | Pick up honors cord (if eligible)<br>Meet with Herald for name pronunciation if needed |

### Saturday, May 13<sup>th</sup>

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|-----------------|---|
| 9:30 am         | Gates open at 9:30 a.m. Guests should allow plenty of time to park and find a seat.               |
| 9:00 – 10:00 am | Grad photos will be taken in the lobby. Once you get your picture taken go downstairs for lineup. |
| 9:30 a.m.       | Grads need to be in the robing room no later than 9:30 a.m.                                       |
| 10:50 a.m.      | Procession begins down S. Stadium Drive   |
| 11:00 a.m.      | Commencement begins   |
| 1:00 pm.        | Reception (near the entrance gates)   |