

IMPORTANT INSTRUCTIONS FOR GRADUATES!

PLEASE READ IN ITS ENTIRETY

There will be practice at 8:00 a.m. on Saturday, May 3, in the Fieldhouse. Below is important information about the day of graduation so please read these instructions carefully.

1. Baccalaureate will be held on Saturday, May 3, at **10:30 a.m.** in the Atrium and you should be in the Lobby of Salvesson Hall at **10:00 a.m.** in your cap and gown ready to process. Caps and gowns may be picked up in the Salvesson Hall Lobby between 9:30 and 10:00 Saturday morning, May 3. You will process in pairs but there is no special processional order for this service. If there is someone you wish to sit beside, have them line up in front or behind you.
2. Commencement will be held at the Hanson Fieldhouse at **2:00 p.m.** and you should be at the east ½ of the YMCA gym at **1:00 p.m.** Bring your cap and gown and dress in the gym. You will process single file in alphabetical order (see the program for the order) and be directed to your seats by Faculty Marshals.
3. Choir members will march in the processional and recessional, leaving your seats to sing with the choir at the proper time, returning to your seats immediately following. Band members will play the processional and recessional and will go to their saved seats following the processional.
4. At the appointed time, Dr. Searcy, Dean of Academics, will come to the rostrum and direct the graduates (those receiving Associate's degrees are first, then the same process for those receiving Bachelor's degrees) to rise. He will say a few words indicating that you have completed the requirements for graduation. Remain standing while Dr. Searcy recommends you for your degree and then the Board of Trustee Representative will confer the degrees by stating: "By the authority vested in me by the Board of Trustees of Waldorf College, I do hereby confer upon you the degree or certificate to which you are entitled with all the rights, privileges and responsibilities pertaining thereto."
5. After these words, the first row of graduates will move down the side aisle to the right, walk to the stage, come to the top of the steps and wait for your name to be called. Others will sit down.
6. As Dr. Searcy reads your name, walk across the stage, receive your diploma from President Alsop, and be congratulated by the President, Chair of the Board of Trustees, and the Alumni Association President. Return to your seat by walking in front of the stage to the center aisle to your seat.
7. The succeeding rows should stand and walk to the stage when there are only about 8 to 9 students from the previous row still waiting. This timing will be the responsibility of the first person at the outside aisle in each row. Stand and move to the stage together. (Faculty Marshals will also be there to assist you.)
8. For the recessional, the platform people will go out first, then the faculty, and then the graduates in single file by rows. The students on the right aisle will lead out. Faculty Marshals will direct you.
9. The faculty will be forming a receiving line either outside to the left of the front doors or down the hallway towards the wellness center in the Fieldhouse. As you recess, please pass through this receiving line.

10. **Miscellaneous Considerations:**

- A. **ALL GRADUATES ARE EXPECTED TO ATTEND BACCALAUREATE AND COMMENCEMENT CEREMONIES**, unless excused by Dr. Searcy. Written requests for excuses must be filed in the Registrar's Office.
- B. Caps and gowns should be picked up in the Salveson Hall Lobby no later than 10:00 a.m. on Commencement day. Following Commencement, return your cap and gown to the Cooper Cap & Gown van parked outside the far south lobby door near the Wellness Center.

Corsages are not worn on academic attire. Caps should be worn as level as possible with the tassel on the left front side. It is not transferred at any point in the ceremony. This is a dignified dress-up affair, something of which you, your fellow classmates, your parents and Waldorf want to be proud – dress appropriately. **DO NOT CHEW GUM DURING THE CEREMONIES!**

- C. At Baccalaureate, men's caps are removed after the opening processional hymn, remain off throughout the service and are put on just prior to the recessional hymn. At Commencement, men's caps are removed only for the opening invocation and are kept on the rest of the time. Women's caps stay on always.
- D. At Commencement, the left front area of the stage is available for photographers. Please advise family/friends who plan to take pictures from that location to be as quiet, considerate and brief as possible. A professional photographer will also be taking your picture as you receive your diploma and as you get to the bottom of the steps.
- E. There may be some changes in those graduating with honors from that shown in the program; your diploma and transcripts will be accurate.
- F. Since final grades are not yet ready, you will be given only a degree cover at Commencement. Your degree certificate will be mailed to you later and will be sent to your address on file, unless you have notified the Registrar's Office otherwise. This process takes approximately 2 months.
- G. **If you wish to have a final transcript of your credits sent to any college/university or employer, you must request this in writing from the Registrar's Office or go to the Waldorf website to submit a request online, even though you may have had a preliminary one sent earlier. Reminder: Your diploma and transcript cannot be released until all balances are current with the Business Office and all loan exit interviews have been completed.**