

PARTICIPANT INSTRUCTIONS

FRESNO PACIFIC UNIVERSITY

COMMENCEMENT

May 8, 2010

Undergraduate Ceremony at 10:00am

Degree Completion & Graduate Ceremony at 6:00pm

NO REHEARSAL IS SCHEDULED. PLEASE READ THE FOLLOWING INSTRUCTIONS.

- **WHERE:** Main Campus, 1717 S. Chestnut Ave. An outdoor ceremony, on the Campus Green
- **LINE UP TIMES & LOCATION:**
 - All candidates should be in their commencement regalia carrying their name card (enclosed in packet) & hood (Master's candidates only)
 - Undergraduate Ceremony line up begins at **9:30 a.m. in SEC Gym**
 - DC/Graduate Ceremony line up begins at **5:30 p.m. in SEC Gym**
- **COMMENCEMENT TICKETS:**
 - NO tickets *will be required*
- **SEATING: *Saved and special needs***
 - Guests should arrive 1 hour early to be seated so the ceremony can start on time. Seating is first come first served.
 - Saved seats may not be retained beyond twenty (20) minutes prior to the beginning of the ceremony. Ushers will begin escorting guest to all open seating at this time.
 - Special seating arrangements (i.e. hearing impaired, in a wheelchair, sign language interpreter, etc.) should be given to Student Life no later than two weeks prior to commencement. They can be reached at 453-2073.
 - Children 4 and under are not encouraged. If brought, please seat them on a lap in order to maximize seating for friends and family of graduates.
- **COMMENCEMENT REGALIA (APPAREL): *A cap, black gown, a tassel, and hood if applicable***
 - ***ALL COMMENCEMENT PARTICIPANTS MUST PURCHASE THEIR OWN REGALIA***
 - Regalia may be purchased in the Pacific Bookshop beginning mid-late April. The hours are 9:00 a.m. - 5:30 p.m., Monday through Friday. They will be open on the day of commencement at 8:30 a.m. – 4:00 p.m.
 - Pick up your regalia early since the gowns come packaged and will need to be ironed or steamed.
- **GRADUATION RELATED ITEMS:** Call Jostens at 800-353-5299.
 - **COMMENCEMENT DECORUM/ATTIRE: *Business/Professional attire***

The President requests that candidates present themselves at commencement in a manner befitting this special occasion. Appropriate attire for the event is:

 - *Commencement regalia:* A cap, pressed black academic gown and a tassel (without personal accessories or messages).
 - *MA candidates* need to carry their hoods over their left arm with the pointed side of the hood over the top of the arm facing the ground.
 - *Men:* Dress shirt (tie optional), trousers, dress shoes, and socks.
 - *Women:* Dress, or blouse and skirt or slacks, and dress shoes.
 - *Diversity Stole:* Only approved stoles will be allowed. Contact Dina Gonzalez-Pina for more information at 453-2231
 - Graduates may wear sunglasses, but we ask that you leave them on your seat when you go up to receive your diploma.
 - Wear shoes that you can walk easily on the grass.
- **WHAT TO BRING: *Commencement regalia and your name card.***

You will be permitted to carry one item in each hand. Leave purses and other valuables locked in your car and carry only that which is necessary. Items with shoulder straps are not acceptable. All audible-paging devices such as cell phones, pagers, and alarm wristwatches are not permissible. An usher will hold all offending items until the end of the ceremony. No balloons allowed in the event center.

Master of Arts candidate commencement regalia shown.



➤ **PHOTOGRAPHY:** *By Campus Candida*, www.pics4u.com

Professional photographers will photograph each candidate receiving his/her diploma from the Provost and at the bottom of the stairs following each student's recognition on stage. Graduates will receive a proof of their picture a week after the ceremony. These photographs will be available for order several weeks after commencement. For safety reasons, all ceremony photography by family and friends must be taken from their seats. Family and friends wishing to take close-up photos of their student and the Provost may do so *after* the ceremony.

- **LINE-UP/SEATING:** Candidates will meet in the Gym of the Special Events Center at their designated times (9:30 a.m. and 5:30 p.m. respectively) wearing commencement regalia. Remember, BA candidates wear tassels on the right and MA candidates wear their tassels on the left. Enclosed name card should be in your hand.

- 1) Line up under the appropriate sign
 - BA candidates form two lines
 - MA candidates form two lines
- 2) When the signal to begin is given, candidates will march approximately three (3) feet behind the person in front of them into the ceremony in two (2) lines.
- 3) Candidates will be seated in the rows in front of the platform. After coming to your seat, remain standing for the invocation.
- 4) **During prayer, men remove caps.**

➤ **STEPS IN CONFERRING DEGREES:** *Follow the usher's directions*

- 1) At the request of the Provost, degree candidates will stand for the "Presentation of Graduates" at their respective times (BA/MA). Please remain standing for the response.
 - In the DC/Graduate ceremony, MA degree candidates will be presented before BA degree candidates
- 2) After the Conferring of the BA degrees, the President will ask you to move your tassel from right to left.
- 3) After the response, all **except** the first row of degree candidates will be seated. As the President assumes position, the candidates left standing will turn and follow the person in front of them (following the usher's directions).
- 4) **Hand name card (enclosed) to the name card reader as you approach the platform.**
 - (a) Ascend to the stage
 - (b) When your name is called
 - BA candidates
 - Walk toward the President to receive your diploma.
 - MA candidates
 - Walk to the Graduate School Dean to be hooded.
 - Once hooded, walk toward the President to receive your diploma.
 - (c) Receive the diploma in the left hand; shake hands with the right.
 - (d) Descend from the stage, pose for the photo taken by the professional photographer, return to your seat and be seated.

RECESSIONAL: The Banner Bearers will lead out down the center aisle, followed by the platform party, faculty, MA and BA graduates, the front row of graduates will follow the faculty first.

➤ **POSTING OF DEGREES:** *4-6 weeks after degree requirements are met*

Completed degrees are posted to transcripts following the completion of all degree requirements and a final evaluation by the Registrar's Office. The final evaluation process may take up to one month following the last term in which coursework was taken.

➤ **DIPLOMAS:** *Available after degrees are posted*

Only diploma covers are given to students at commencement. Diplomas are mailed approximately one month after your degree has been posted to your transcript and when all FPU financial obligations have been met. They will be mailed to the address indicated on your application for degree.

➤ **TRANSCRIPTS:** *Transcripts are the "official" proof of your degree*

Submit your transcript request to the Registrar's Office. Go to www.fresno.edu/registrar for more information.