Dear Candidates for Graduation:

Listed below are Commencement Reminders. Please review previous information on Order of Procession and Procedure for Awarding of Degrees.

**Commencement Tickets:** Each graduate will receive seven (7) tickets distributed at Roll Call. Thereafter, tickets may be picked up in the Office of Student Services, University Center 305b, 10am – 4pm daily, and Friday, May 9, Convocation Center ticket office, 4:30pm – 6pm. No extra tickets are available.

**Live Stream of Baccalaureate and Commencement:** View Baccalaureate and the Commencement ceremony live. Links will be available on the university home page at [www.xula.edu](http://www.xula.edu).

**Reporting times:** Baccalaureate 5:30 pm, Convocation Center Annex; Commencement, Convocation Annex, 8:00 am

**Attire:** *Women* – Medium or Dark dress or suit with black or navy shoes; *Men* - white shirt and dark tie, black or navy pants, dark shoes. **The above attire is strongly recommended.**

**Baccalaureate** - Gown with collar (females), Cap with tassel to right front. **NO HOODS.** Reception following, NCF Atrium

**Commencement** – Gown, Cap with tassel to right front. Carry hood over left arm (undergraduate and Pharm.D.) Also, honor cords and approved kente or other stoles may be worn at Commencement.

**Packing/Shuttle:** Parking is available for students and guests in campus lots, except Xavier south (Q, R, S, T, U) on Commencement Day. Free **Shuttle Service** will be provided from all Lots to the Convocation Center for Commencement only. See campus map for locations.

**Graduate Entrance/Line up:** Graduates enter the Convocation Annex on Fern St. (Parents and guests will *not* be able to enter with you). Graduates line up alphabetically according to degree. **It is at this time that students receive name cards. These cards must be handed to the reader during commencement exercises.** As part of the line-up you may add phonetic pronunciation marks to your card. **NOTE:** Names cannot be changed.

**Guest/ADA entrance:** The Convocation Center Americans with Disabilities Act/Special Needs entrance ramp is on the ground level near the Ticket office. There will be some seating on the floor level for wheelchair and special needs guests. To accommodate everyone, a limited number of family members may accompany those with special needs. However, there are also ADA reserved sections on upper level platforms. All other guests will enter at the main entrance and proceed to the second level. **Doors will open at 8:30 a.m.** All guests must have a ticket. All handbags and carry in bags are subject to search.

**From Health Services:** To avoid dehydration, drink clear fluids (water, juice, tea) on Friday and Saturday. Eat a light snack at least one hour prior to reporting to the Annex. This is an exciting time and you will be standing for extended periods prior to the processional and then again to receive your degree. Each person's system reacts differently, but some may start to feel faint or even nauseous.

**Summa Cum Laude candidates:** Don't forget to please check-in with Media Relations upon arriving. Be on time for pictures---8:00am sharp!
**Order of Processional:**
When you leave the Convocation Annex, you must bring all belongings with you. Please leave handbags with your family members or guests. Process alphabetically within each of the following groups:

**Bachelor of Arts**
Those graduates with majors in ART, BIOL, CMST, ENGL, HIST, LANG, MSCM, MUSC, PHIL, PHYS, PSCI, SOCI, THEO and the following educational areas: ART, ENGL, LANG, ELEM, MIDDLE SCHOOL, SPECIAL ED AND SOCIAL STUDIES.

**Bachelor of Music**
All areas of specialization in Music/Music Education.

**Bachelor of Science**
Those graduates with majors in ACCT, BCHE, BIOL, BSAD, CHEM, CPSC, CIS, MATH, PHYS, PHSC, PSYC, STAT and the following education areas: MATH, SCIENCE AND SPEECH PATHOLOGY.

**Master of Arts**

**Master of Arts in Teaching**

**Master of Theology**

**Pharmacy Doctorate**

**Announcement of Degree:** The College Dean will present the candidates for degrees. For example: The Dean will say: "Will the candidates for the Bachelor of Arts degree please rise." Rise and face right aisle. Each person assists individual in front with hood. **Make sure you have name card.** An advisor/faculty will assist with procession to stage. Hand the reader your card as you approach stage. Receive degree cover with left hand and right handshake with President (slight pause for picture!) and other platform guests. Move tassel to the left as you exit stage to receive degree (Registrar’s table at bottom of steps). Then follow instructions to take photograph. Return to your seat. Remain standing until everyone in your degree category has received degree/diploma and is returned to seating area.

*Please note: Bachelor of Arts, Bachelor of Music, Master and Pharm. D. candidates will be seated on the left center aisle facing the stage. Bachelor of Science candidates will be seated on the right center aisle facing the stage.*

**Photographers:** Please instruct your guests to observe the following: Only **official University Photographers are permitted on the floor level. Guests accompanying those with special needs seated on the floor level must remain seated in the assigned section or go to the upper level to take photos.**

**Recessional** [reverse of Processional]
FOLLOW THE INSTRUCTIONS OF THE DESIGNATED FACULTY/STAFF GIVING DIRECTIONS. Move quickly through designated aisles through main entry doors to outside the Convocation Center. **DO NOT STOP TO TALK OR INTERRUPT THE RECESSIONAL UNTIL YOU HAVE COMPLETELY CLEARED THE CONVOCATION CENTER ENTRANCE AND WALKWAY.**

**PLEASE NOTE:** During the commencement ceremony loud, disruptive noises [i.e., bull horns, etc.] and balloons are prohibited. Campus Police will confiscate these items, which will be held at the Ticket Office for those wishing to pick them up after the ceremony. **Alcoholic beverages are not allowed at the Convocation Center. Persons that appear intoxicated, under the influence or in an altered state will be asked to leave the Convocation Center.**

The St. Katharine Drexel Chapel will be open following Commencement.

The Bookstore will open until 5:30pm on Friday, May 9 and day of Commencement, 11am – 3pm. Don’t forget your XU memorabilia!