



## ROBERT MORRIS UNIVERSITY

### INSTRUCTIONS FOR UNDERGRADUATE COMMENCEMENT EXERCISE

**Saturday, June 12, 2021 at 9:00am**

**University Campus, Moon Township, Pennsylvania**

There are no rehearsals for the commencement exercise. Therefore, it is important that you read the following instructions carefully. Please share these instructions with your family and friends attending the ceremony.

The commencement ceremony will be live streamed, <https://www.rmu.edu/academics/commencement>. The ceremony will last approximately 60 – 75 minutes.

#### 1. PARKING

Complimentary parking will be available for **guests** in the **Event Center Lot and Patrick Henry Lot**.

Upon entering campus, **graduates** will be directed to the **Colonial Lot** parking area by campus police officers.

Guests with handicap placards and special accommodations will park in the **UPMC Upper Lot**.

We request that you please do not drop off passengers in front of the UPMC Event Center. Please keep traffic moving smoothly and safely on commencement day.

#### 2. TIME AND PLACE OF ASSEMBLY

Candidates must be on hand at the assembly area no later than 8:40 a.m. Late arriving graduates may be excluded from the procession and guests will not be permitted to sit the arena once the processional has seated.

Candidates will enter through the UPMC Gate and will process down the stairs following the signs to the outside of the practice gym where students will be seated on the arena floor. Candidates will be seated alphabetically where your name card, and commencement program will be placed.

**NOTE:** Because of the possibility of some congestion in the parking lots, it would be advisable to plan on an EARLY arrival. Doors to the arena will close promptly at 8:55 and guests will not be permitted to sit in the arena until after the procession and national anthem are finished.

#### 3. GUESTS

Tickets through Event Brite are **REQUIRED** for admission to the ceremony and must be presented before entering the arena area. **Guests without tickets will not be permitted to enter the arena.** Children must be accompanied by an adult with a ticket. Guests must enter through Peoples Gate and process up the stairs or elevators to the bleacher seating. Seating is first-come, first serve. Guests **must sit together** in marked chairs only.

To reduce congestion, guests may **not** accompany graduates to the student seating on the arena floor. Guests **are not** permitted to approach the stage to photograph the ceremony in progress.

Guests with special accommodations will enter through the UPMC Gate and see the special accommodations table where an usher will assist with seating arrangements.

No childcare will be provided by the University during the ceremony. However, the main concourse of the UPMC Event Center is an area designated for anyone who may need to step out of the main arena.

Balloons, signs, air horns or other disruptive items are not permitted in the arena.

#### **4. ACADEMIC APPAREL AND RECOMMENDED DRESS**

You must have already obtained your academic regalia prior to the ceremony. Ensure your regalia is with you when you leave home for campus. Candidates without regalia (cap and gown) will not be permitted to participate in the ceremonies. If the tassel is missing, contact the B&N bookstore before Saturday's event. For master's graduates, please do not don your hood, carry it on your left arm. You will be hooded on stage.

It is recommended that men **not** wear suit or sport jackets under their gown. Ladies should **not** bring purses to the assembly area. There are no checked/locked facilities; leave personal belongings with your guests.

Cap tassels will hang over the right side of the cap, above the right eye. You will be instructed when to change the tassel from the right side to the left side during the conferral announcement made by the President.

#### **5. NAME CARDS**

The name card will be handed to the announcers so each name may be announced as accurately as possible over the public address system. **Please bring the card on to the stage for that purpose.**

### **ORDER OF THE CEREMONY**

#### **THE PROCESSION**

The procession will begin moving promptly at 8:50 a.m. Doors to the arena will close promptly at 8:55 a.m. and guests will not be permitted to sit until after the procession and national anthem. Please encourage your family to arrive in sufficient time to enter the arena before the doors close. They will not want to miss the opening ceremony.

#### **NATIONAL ANTHEM**

All men of the faculty, administration and graduating class will **remove** their caps during the National Anthem and will replace them immediately thereafter.

#### **OPENING REMARKS**

The President will extend his greeting and will introduce guests of the ceremony.

#### **COMMENCEMENT ADDRESS**

#### **RECOGNITION OF UNDERGRADUATE STUDENTS**

Provost Mary Ann Raftery will ask certain student groups and organizations to stand and be recognized. Remain alert to any recognition that applies to you.

#### **CONFERRING OF DEGREES IN COURSE AND PRESENTATION OF THE GRADUATING CLASS**

Provost Raftery will ask the bachelor degree candidates to please rise for the conferring of the degrees. Please be respectful of your fellow graduates: Talk low, do not walk around, and do not invite friends or family to visit with you while the ceremony is in progress.

At the direction of the marshal, candidates will proceed single file to the right stage stairs (ramp). At the top of the ramp, you will present the name card to one of the announcers (and pronounce your name if necessary). You will not be permitted to bring anything or anyone else onto stage with you. Leave all incidentals on your seat. Carry the hood on your **left arm**. You will be hooded on stage.

Proceed to the center of the stage to receive your diploma cover. Accept the diploma cover with the left hand. Depart the stage via the opposite stairs (ramp), pause for your commencement photo, and return promptly and directly to your seat.

After everyone has received their diploma cover, the candidates will be asked to rise and present the degree candidates to the President and ask that the tassel be moved to the left side of your cap.

### **CONCLUDING REMARKS**

The President will make the concluding remarks and will ask all to rise for the Alma Mater and Recessional.

### **RECESSIONAL**

Please follow the directions of your marshal and commencement staff to exit the arena. Please plan to meet your guests **outside of the arena** at a predetermined location as we prepare for the next commencement ceremony. Guests cannot stay inside of the arena for pictures as facilities will need to prepare for the next ceremony.

### **FINAL COMMENTS**

1. For those who graduated, you must bring your honor medallion. We will not have any in stock at the UPMC Event Center to distribute.
2. Professional photographers will take your picture as you receive your diploma on stage. Island Photography (islandphoto.com) will then send you sample proofs via e-mail, and you will have the option of ordering from a variety of sizes. There is no obligation to purchase.