

COMMENCEMENT INFORMATION FOR SPRING 2018 GRADUATES

COMMENCEMENT: Sunday, May 20, 2018 at 3:00 p.m. at the Dothan Civic Center.

REPORTING TIME: All candidates for graduation must report to the Dothan Civic Center by **2:15 p.m.** Verbal instructions for commencement will begin at 2:30 p.m. Signs will direct graduates to the assembly location where each graduate will receive an information card for use in the ceremony. **Do not lose this card.**

PHOTOGRAPHY: Wendy Jones, professional photographer, will be available from 1:30 p.m. until 2:30 p.m. and after commencement. Photographs will also be taken when each graduate receives his/her diploma cover on stage. When you receive your diploma cover from the Chancellor on stage, pause for your photograph. (See website –www.wjonesphotography.com)

SPECIAL ACCOMMODATIONS: If a student requires special accommodations for the Commencement Ceremony, please let us know as soon as possible, so we may make arrangements in advance of the day of the event. (Debby Kirby – dbkirby@troy.edu)

PROCEDURES FOR COMMENCEMENT

PROCESSIONAL ORDER: The Processional order is as follows: Marshal, Arts and Sciences candidates, Business candidates, Communication and Fine Arts candidates, Education candidates, Marshal, all graduate candidates, Faculty Marshal, and faculty. (Men should remove their caps for the Invocation.)

CONFERRING THE DEGREES: After the commencement address, Dr. Ingram will ask all degree candidates to stand. He will affirm to the Chancellor that all degree requirements have been met and recommend the conferring of the degrees. The Chancellor will then confer each degree. At this point, *en masse*, each graduate will move his/her tassel from the right side of the mortarboard to the left. After each degree is conferred, Dr. Ingram will ask the graduates to be seated.

PRESENTATION OF DIPLOMA COVERS (UNDERGRADUATES): After all degrees have been conferred *en masse*, the first row of graduates will stand (ONLY ONE ROW AT A TIME) in preparation for receiving his/her diploma cover on stage. Each graduate in that row will proceed to the left and up the stairs to the Dean, present the card, and wait until his/her name is announced. The graduate will then cross the stage to the Chancellor, extend his/her right hand to shake and the left hand over the right to receive the diploma cover. The graduate will then exit the stage via the right stairs, return to his/her seat, and remain standing until everyone on the row has returned. The entire row will be seated simultaneously.

HOODING AND PRESENTATION OF DIPLOMA COVERS (GRADUATES): After all undergraduates return to their seats, the first row of graduates will stand (ONLY ONE ROW AT A TIME). With the hood properly folded over the left arm, each graduate in that row will proceed to the left and up the stairs to the Dean, present the card, and wait until his/her name is announced. He/She will then cross the stage and present the hood to the Dean and turn to face the audience to be hooded. The Deans will place the hood over the head and arrange it. The graduate will then proceed to the Chancellor and extend his/her right hand to shake and the left hand over the right to receive the diploma cover. The graduate will then exit the stage via the right stairs, return to his/her seat, and remain standing until everyone on the row has returned. The entire row will be seated simultaneously. After the last graduate has returned to his/her seat, all graduates will stand for the Benediction and remain standing for the recessional. (Men should remove caps for Benediction.)

RECESSIONAL ORDER: When the Recessional music begins, the students will exit in three groups. The first group will exit to the left in this order: **platform party, faculty marshal, and faculty.** The second group will exit to the left rear in this order: **Marshal, College of Communication and Fine Arts undergraduates, College of Education undergraduates, Masters graduates, and Ed.S. graduates.** The third group will exit to the **front left** in this order: **Marshal, Arts and Sciences graduates, and College of Business graduates.**

SUGGESTIONS FOR DRESSING: Clothing or other ornamentation which distracts from the academic regalia **will not be permitted.** Men should wear **white shirts, dark ties, dark dress trousers, dark socks, and black dress shoes.** Women should wear **dark, street-length dresses, and black shoes.** If jewelry is worn, it should be small and unobtrusive; do not carry any objects such as purses. The flat part (top) of the mortarboard should be **level on top of the head** with the pointed end of the cap extending down onto the forehead. **Under no circumstances should the mortarboard be worn slanted on the back of the head. Women, do not bring purses or handbags as there will be nowhere to place them during the ceremony.**

HONOR CORDS: Remember that honor cords may be worn by members of on-campus honor organizations ONLY. Check with your advisor on how to obtain your honor cords.

NOTE: If you, a member of your family, or a guest need special accommodations, please contact the Troy University Dothan Campus, Office of Counseling Services, 983-6556, extension 1223.

CAPS AND GOWNS: Caps and gowns for Undergraduate students and Caps, gowns and hoods for Graduate students are ordered through the Troy University/Dothan Bookstore. Students are responsible for ordering & picking up their regalia and bringing it to the Commencement ceremony. If there is a problem with your order, please address it with the Bookstore before the day of Commencement. (Bookstore - sm093@bncollege.com or 334.983-6556 (x 1300))

TASSEL COLORS PER DIVISION

ARTS & SCIENCES – **WHITE**

BUSINESS – **TAN**

COMMUNICATION & FINE ARTS – **RED**

EDUCATION – **BLUE**

HEALTH & HUMAN SERVICES – **APRICOT**

Please make sure you have the correct color tassel for your program.

DECORATIONS: No added decorations of any kind will be allowed on graduation regalia. Those who embellish regalia will not be allowed to participate in the ceremony.

DIPLOMAS: Academically cleared Dothan graduates participating in the Commencement Ceremony will receive their diplomas immediately following the ceremony. Diplomas for non-Dothan students and non-academically cleared Dothan graduates will be mailed.

HONORS: Honors recorded in the Commencement Program reflect a graduate's honor status at time of printing. If honor status changes as a result of final grades, diplomas will be reprinted.

Honors questions will not be addressed at the Commencement Ceremony. Any questions regarding one's honor status should be resolved beforehand.

No Commencement Programs will be re-printed as a result of a change in honor status.

3.40 Cum Laude

3.60 Magna Cum Laude

3.80 Summa Cum Laude

PARTICIPATION: Only students who have met all degree requirements will be allowed to participate in the Commencement Ceremony.

HELPFUL HINTS: To look your best on the special day, pick up your cap and gown early. Try on your regalia to insure proper fit and length. Hanging the gown until ceremony time will reduce wrinkles.

If you bring personal items to the Civic Center, please leave them in your vehicle or with a friend or relative during the ceremony.

Questions: Please contact Debby or Beverly in the Records office -

Debby – dbkirby@troy.edu or 334.983.6556 (x1333) or Beverly – bmoore@troy.edu or 334.983.6556 (x1282).

C O N G R A T U L A T I O N S !