

GRADUATION CEREMONY INSTRUCTIONS

- As you arrive between 8:15 and 9:00 AM, check-in with staff at the front desk as you first walk into the cafeteria and then report to the Hurley Room within the cafeteria to receive your name card.
- After you receive your name card in the Hurley Room, please find the area for your college in the main cafeteria hall (College of Business, College of Education, etc.) so that your College Dean or Department Chair can find you and verify the pronunciation of your name before the ceremony.
- Please try to remain near the area for your college until line-up. There will be signs up on the columns in the main cafeteria hall to show where graduates in your college should be. There are bathrooms at the back of the cafeteria so please do not leave the cafeteria once you are checked in.
- Fifteen minutes before the start of the ceremony you will be instructed by staff members to line up in full regalia — tassel on the right side of your cap if you are a Bachelor's or Associate's degree graduate. Master's graduates should already have their tassel on the left. Graduates receiving a Master's degree will carry their hoods on their left arm with the velvet hood lining (light blue, drab, apricot, or sage colored) toward their elbow. **DO NOT BUTTON THE HOOD TOGETHER.**
- There will be numbers up on the wall of the cafeteria to assist graduates with lining up in program order. The number on your name card is your number in line.
- After all graduates are lined up, you will be led down the hall of Niswonger Commons and into the Pioneer Arena. You will be guided to your seats by staff members. Remain standing in front of your seat until a speaker instructs everyone to please be seated. Remain seated unless asked by speakers or staff members to stand.
- When conferral of degrees begins, your entire row (one row at a time) will be instructed by staff to stand and line-up to walk across the stage starting from the right side (if you are facing the stage).
- If you are a Master's degree recipient, you will first be hooded by the department chair of your program (squat slightly if you are tall), and then you will walk over to accept your diploma tube from the President. All other degree recipients will just continue on to the President after their name is called.
- Your right hand will shake hands with the President and your left hand will take hold of your tube — you will hold this position and look at the photographer as your picture is taken with the President.
- After receiving your tube, you will walk off the stage and be guided to another spot to have your picture taken again in front of a banner while holding your tube. Following this, you will return to your seat.
- Once all degrees have been conferred, Bachelors and Associates degree graduates will be asked to move their tassels from the right side of your cap to the left side signifying your graduation from Tusculum University.
- When the ceremony ends, you will be guided in line, row-by-row, to leave the Arena through doors in the back leading into the Old Gym. Instructors will be lined-up in the Old Gym to cheer you on as you leave in line.
- Continue through the Old Gym and back into the hall, and now you are welcome to convene with your guests and fellow graduates outside of Niswonger Commons. Celebrate!