GUIDELINES FOR GRADUATES

This year’s commencement ceremony is being held at the Cox Business Services Convention Center, located at Reno and Robinson in downtown Oklahoma City. Graduates should plan to arrive at the convention center between 6:00-6:30 p.m., robed or with caps and gowns in hand. We will be robing in an area off the hallway WEST of the arena. There will be signs to direct you.

ROBES
Commencement is a formal ceremony and graduates are required to wear caps and gowns. By this time you should have purchased yours in the college bookstore. Please hang the gown ahead of time, or better yet, press it with a warm iron to eliminate wrinkles before wearing. In answer to the often-asked question of what is to be worn under the gown, the traditional suggestion is dark slacks and a dress shirt for men, and a dress or dark slacks with dark shoes for women. The hat is to be worn with the mortarboard flat on the head rather than at a tilt, and the tassel goes on the right. The president will inform you when to move it to the left. Corsages, while beautiful, should not be worn during the ceremony. Purses, jackets, etc., if possible, should be left with family during the ceremony, as the college cannot insure the safety of items left in the robing room.

NAME CARDS
There will be tables set up outside the robing room with your name card. This card is very important as it is the card you will hand to the reader before you walk across the stage to receive your diploma cover. Make sure the information on the card is correct. Prior to the processional the readers will be stationed in front of the robing room. Feel free to stop and speak with them if you need to clarify the pronunciation of your name. Please fill out the back of the card completely, so the photographer will know where to mail your photo proofs. Purchase is optional. Carefully hold on to this card during the ceremony, and hand it to the reader as you walk on to the stage.

LINE UP
Marshals and assistants will line up graduates in two lines for the processional. Although we cannot absolutely insure your seating arrangements, your best bet for sitting next to a particular graduate is for the person to be directly in front of or behind you. At the appropriate time, Marshals will be leading you into the arena and to your seats. Please trust the Marshals. Their job is to get you where you need to be and at the appropriate time. Just follow their lead and all will be fine.

CEREMONY
Once you have arrived at your seat, remain standing until after the invocation. After the invocation, the entire audience; faculty, staff and graduates, will be seated. After the musical selections and the keynote speaker, etc., Dr. Felix Aquino, Provost/Vice President for Academic Affairs, will move to the microphone and ask all candidates and graduates for the various degrees to stand. THIS MEANS YOU. Stand as a group while
the College President reads the text for the conferral of degrees. When he finishes, all graduates except those in the first two rows will be seated. The first two rows will remain standing and the Marshals will lead you out, row by row, to walk across the stage and receive your diploma cover. Your diploma will not be in the cover, but will contain information about how and when you may obtain your diploma or certificate. As you walk across the stage, you will first shake hands with a College Regent, who will give you the diploma cover and then you will proceed across the stage where you will have your picture taken as you shake hands with the President of the College. As soon as you leave the stage, a Marshal will direct you back to your seat.

At the end of the ceremony, you will be led out by Marshals and will end up again in the robing area.