

Quick Checklist for Day of Commencement

This is a formal ceremony; we ask that you be mindful of that in your actions and attire.

Ceremony:

- Please stand when the processional music begins.
- **SJU ceremony only:** at the time of Abbot John's Invocation (early in the ceremony) he will remove his cap, we ask all male graduates to do the same.
- REMAIN standing until you are asked to be seated
- Ushers will signal you when it is time to leave your row to get your diploma cover.
- Everyone who is graduating will have their name read, even though they may not attend. **Therefore, do not progress up the ramp to the stage to receive your diploma cover until your name is read.**
- Ushers will signal you when it is time for your row to recess out at the end of the ceremony.

Dress:

- Please see the bookstore if there are any problems with your cap, gown, hood or tassel.
- If your gown needs to be ironed – please iron inside out and on *low* heat.
- If you have an honor cord it goes on under the hood
- To attach your hood cord, it is recommended that you wear a button shirt/dress or use a safety pins to attach your hood cord
- Your tassel should be worn on the right side of your cap (move your tassel to the left immediately after receiving your diploma cover).

HOW TO PUT ON YOUR HOOD



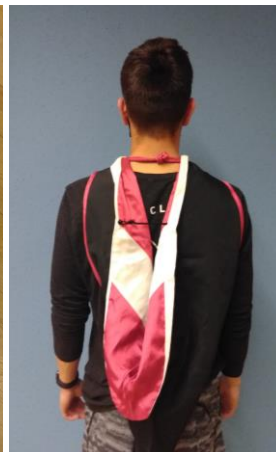
STEP 1:
Layout the hood so only the black and the white velvet strip are showing.



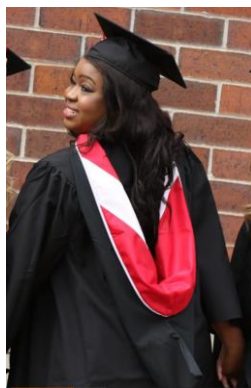
STEP 2:
Fold over the white velvet to display the colors.



STEP 2a:
This is another view of 2. The top now goes over your neck and hangs down your back.



The top now goes over your neck. The tail of the hood does stick out/hang down the back. This is what your hood should look like from the back.



THE WHITE SHOULD BE POINTING DOWN IN FRONT
(To keep your hood in place we recommend wearing a button shirt under your gown to attach your hood cord to (safety pins work also))