Dear Graduation Candidate:

The Spring 2015 Commencement will be held Saturday, May 16, 2015 in Stopher Gymnasium on the Nicholls campus. In an effort to accommodate students’ families and friends, commencement is divided into two ceremonies.

Graduation candidates will participate as indicated in the following chart. **Graduate School students will participate in the session assigned to their college:**

| Session I  
| 10:00 a.m. | Session II  
| 2:00 p.m. |
|---|---|
| ➢ College of Arts and Sciences  
▌ College of Education  
▌ College of Nursing and Allied Health | ➢ College of Business Administration  
▌ University College |

Please report to **Peltier Auditorium** on the Nicholls campus no later than 9:15 a.m. for instructions and to form the processional to the gymnasium.

Please report to **Peltier Auditorium** on the Nicholls campus no later than 1:15 p.m. for instructions and to form the processional to the gymnasium.

There will be no reserved seating; tickets will not be required. Please notify your guests to arrive early to sit in designated areas on a first-come, first-served basis. Seating for individuals with disabilities will be available. Once the procession begins, guests will not be allowed to enter until the procession of graduates, faculty, and administration is complete.

Attached are important instructions concerning the commencement program. Please study these carefully. To maintain the dignity of the commencement ceremony, you will not be allowed to walk if you are not dressed appropriately. When you arrive, you should report immediately to your seat in **Peltier Auditorium**. You will be asked to complete a short employment survey card with pencils provided. All diplomas will be mailed. Please log in to your Banner Self Service account to be sure your mailing address on file is current.

Congratulations as you near the completion of your degree at Nicholls State University.

Sincerely,

Dr. Michele Robichaux, Co-Chair  
Commencement Committee

MR:wt
COMMENCEMENT GUIDELINES AND INSTRUCTIONS

TO: Faculty and Candidates for Graduation
FROM: Commencement Committee

Below are instructions concerning the commencement exercises at Nicholls State University. You are urged to study these instructions carefully. It is important that you check your student email and the Inside Students regularly for any changes or updates. Students and faculty are required to respect the dignity of the commencement ceremony and dress according to accepted policy.

GRADUATION CEREMONY SCHEDULE AND SEATING
1. The Spring 2015 Commencement will be held Saturday, May 16, 2015, in Stopher Gymnasium on the Nicholls campus. Because of fire marshal regulations and efforts to accommodate students’ families and friends, commencement is divided into two ceremonies:
   a. **Session I – 10:00 a.m.** College of Arts and Sciences (including graduate students), College of Education (including graduate students), College of Nursing and Allied Health (including graduate students)
   b. **Session II – 2:00 p.m.** College of Business Administration (including graduate students), University College

2. There will be no reserved seating; tickets will not be required. Please notify your guests to arrive early to sit in designated areas on a first-come, first-served basis. Seating for individuals with disabilities will be available. Once the procession begins, guests will not be allowed to enter until the procession of graduates, faculty, and administration is complete.

ARRIVAL AND LINEUP INSTRUCTIONS
1. **Session I Graduation Candidates** must assemble in Peltier Auditorium on the Nicholls campus no later than **9:15 a.m.**
2. **Session I Faculty marching in Commencement Exercises** assemble in the lobby of Polk Hall at **9:30 a.m.**
3. **Session II Graduation Candidates** must assemble in Peltier Auditorium on the Nicholls campus no later than **1:15 p.m.**
4. **Session II Faculty marching in Commencement Exercises** assemble in the lobby of Polk Hall at **1:30 p.m.**
5. Further instructions concerning formation and lineup will be given upon arrival, but please note the following:
   • Each graduate will find an index card with his/her name on it at his/her designated seat. The graduate must take this card when he/she proceeds to the arena floor.
   • Also, at each designated seat, will be found a pencil and short employment survey. Each graduate should complete the card and submit it to the University administrator present.
   • Tassels on caps are to be worn on the left side at all times.
   • Candidates are urged not to bring purses and/or valuables inside.
PROCÉSSION INSTRUCTIONS
1. Fifteen minutes before the ceremony begins, all candidates will proceed to their seats in Stopher Gymnasium as directed by the faculty marshals. Please remain standing after being directed to your designated section.

2. Faculty, double file, will be directed to proceed to the entrance of the gymnasium and down the center aisle. At that point they will be directed to the faculty seating areas by faculty marshals. Please remain standing.

3. Officials and dignitaries will move to positions on stage and remain standing.

CEREMONY PROCEDURES
1. All will remain standing during the rendition of the National Anthem and delivery of the Invocation. Males will remove caps and place them over the left side of the chest during this phase of the program.

2. Upon the conclusion of the Invocation, all will be seated and males are requested to replace caps. All will remain seated during the introductions and address of the guest speaker.

3. Honor graduates will be recognized. Each individual named will rise and remain standing in place until all have been recognized, after which all will be seated as a group.

4. Important to all degree candidates: Presentation of Candidates for Degrees will be made for each group of degree candidates by Dr. Keller followed by the Conferring of Degrees for these candidates by Dr. Murphy. Each group will be asked to stand in unison, be recognized, and then be seated in this order: Specialist degree candidates, Master’s degree candidates, Bachelor’s degree candidates, and Associate degree candidates.

5. Dr. Murphy will announce the Presentation of Diplomas by college.

6. A reader will call the name of individual graduates (the graduate will present his/her name card to the reader) for each college. Faculty marshals will assist the degree candidates during the ceremony. Specialist degree candidates will be awarded first, followed by Master’s Degree candidates. The first row will rise and form a single line starting at the left side of the stage. As you receive your diploma cover, move off stage to the right, return to your seat and remain standing until all Specialist degree candidates and Master’s degree candidates for the college have returned. This group will then be seated. Bachelor’s degree candidates will then be awarded, followed by the Associate degree candidates. The same procedure will be followed by each respective college.

7. All will rise for the Alma Mater and remain standing during the Benediction. Males will remove caps and place over the left side of the chest.

8. Upon completion of the Benediction all will remain standing in place until the officials and dignitaries have departed the stage and moved past the first row of the faculty. The faculty will follow the official party in reverse order. All graduates will stand fast until the last row of the faculty has formed in the aisle. Then the graduates will proceed from their seats (in reverse order) and remain in the procession line.
GENERAL INSTRUCTIONS FOR PREPARATION OF COMMENCEMENT

Students are required to respect the dignity of the academic cap and gown. Decorations or alterations to the Academic Cap and Gown are not allowed. Any student that alters the garb will be required to remove the decorations or alterations before being allowed to participate in the graduation procession.

1. Each graduation candidate must order a cap and gown with the Bookstore, which is usually done in conjunction with Graduate Day held at the beginning of the semester. If you did not attend Graduate Day, you must see the bookstore to order your cap and gown. You may check with the Bookstore two weeks before commencement regarding the arrival of caps and gowns. It is your responsibility to pick up your own cap and gown order from the bookstore on campus before the day of the ceremony. The bookstore can be reached at (985) 448-4540.

2. BOTH MEN AND WOMEN SHOULD WEAR DARK SHOES.

3. Women should wear the gowns over street-length dresses, preferably of a dark color. Earrings, necklaces, and bracelets should not be worn. White shoes are NOT appropriate. Black shoes are preferable, if possible.

4. Men should wear white shirts without coats. Ties (not bow ties) and trousers should be dark. Men, please do not wear white socks. White shoes are NOT appropriate. Black shoes are preferable, if possible.

5. Please respect the dignity of your academic robe by avoiding the attachments of personal decorations or signs. In addition, gum chewing detracts from the solemnity of the occasion.

6. The academic cap should be pulled halfway down the forehead so the upper part of the forehead is covered. The sides of the cap should be equidistant from the top center of the head. The cap must not be worn at an angle. The long part of the cap fits over the back of the head. The tassel is to be placed on the left side of the cap.

7. Graduation announcements are on sale at the Bookstore. For prices and ordering information, you may reach the Bookstore at (985) 448-4540.

8. A professional photographer will take an individual picture of each graduate receiving a diploma. The photographer will mail proofs within two weeks of graduation. Please make sure your mailing address is correct with the University on Banner Self Service.

REQUIREMENTS FOR PARTICIPATION IN GRADUATION CEREMONY

To be eligible to walk in the graduation procession students must have applied for graduation by the stated deadline date with the intent to have met all graduation requirements by the end of the term. Deans will have authority to grant exceptions to this requirement, but this exception should be granted rarely and for only unusual circumstances as determined by the dean.