1. Graduates need to be in the lobby of the Geary Events Center by 9:15 a.m. on Saturday, April 30th – **PLEASE DO NOT BE LATE.**

   Only graduates are allowed in the Geary Event Center for the graduate lineup. Please do not bring family or friends to this area.

   Have your Cap, Gown, and Tassel on. Gowns should be zipped up; tassels go on the **RIGHT SIDE of the cap.**

   *Tassels will not be switched from one side to the other at any time during the ceremony, they should remain on the right side of the cap.*

2. When marching in the processional, keep lines on both sides straight. The left side will go into the left door; the right side will go into the right door.

   *Note the door you entered through is the door you will leave out of.*

3. Students will walk in two lines to the corner of the Center Field. The Associate Vice President, Administrators, and Faculty will march between the two lines and lead the procession into the BDAC. Students will march behind the faculty. When the procession reaches the BDAC entrance, the Associate Vice President, Administrators, and Faculty will stop, and students will march through and enter the building **FIRST.** Start with the first row and fill in all empty seats before starting the next row.

   Please, remain standing until everyone is on the stage. When the Associate Vice President sits, then you may sit.

4. The ceremony will then follow the written program. You will each have a program on your seat.

5. Presentation of Graduates: Students who have earned more than one degree or certificate will be recognized for each individual award in the program. You will only receive one diploma cover on stage. Please come by the Associate Vice Presidents’ office (RV 183) for additional diploma covers for each award.

6. President Cockett will ask all graduates to stand to confer degrees.

   The graduates will be asked to rise and be led to the side of the stage one row at a time. The next row will rise when the row in front is almost back to their seats.

   *Please follow the cues of the Marshall.*

7. When you approach the right side of the stage, please hand your name card to Associate Professor Steve Nelson. He will announce your name as you climb the stairs and walk across the stage. Once your name has been read, walk slowly across the stage.
8. You will take your diploma cover from Associate Vice President Dart with your left hand and
shake hands with your right and pose for a picture. After you receive your diploma cover and
shake other dignitary hands, exit the stage.

   A professional photographer will be at the bottom of the stairs to your right and will take your
picture in front of the USU Official Seal backdrop. Please keep this as brief as possible to
prevent bottlenecks on stage.

**NO FAMILY OR FRIENDS ARE ALLOWED TO APPROACH THE STAGE OR PHOTO
AREA TO TAKE PHOTOS.**

After the picture is taken, quickly return to your seat and sit down. Do not wait for everyone in
your row to return. Sit down promptly to allow those seated behind you to see the ceremony.

*All photos taken by University photographers on stage and to the side of the stage will
be available free of charge on our website to be downloaded.*

9. **Marching out:** You will leave the room through the same door you entered the room. The
stage party, then faculty sitting behind graduates on the floor, will leave the room first, then
graduates by row.

   The leaders for the exit on each row will be the ones who entered last on that row.
   Please watch for cues from the escorts that lead the graduate lines into the room and directed
   seating.

   **ALL FAMILY AND FRIENDS IN ATTENDANCE IN THE AUDIENCE SHOULD WAIT UNTIL
   ALL STUDENTS AND THOSE ON THE STAGE HAVE LEFT THE ROOM TO LEAVE THEIR
   SEATS.**

   Your guests will meet you outside at the Center Field (the large field behind the CIB).

10. Once the commencement ceremony has concluded, all graduates, family, friends, and other
guests are invited to the JLSC Multipurpose room for a reception where refreshments will be
served and to pick up their graduate gifts.

11. If you have a disabled guest attending who cannot sit on the bleachers, please contact the
Associate Vice President’s office at 435-613-5306 in Reeves 183 to make accommodations for
reserved seating.

   Please note that reserved seating is limited; only one family member may sit with a disabled
guest in the reserved seating area.

   **ADA PARKING** will be reserved in the parking lot to the north of the Reeves Building. Access
   granted by guest name, handicap placard, and/or disabled license plate on the vehicle.