

Commencement Line Up, Procession, and Announcement Instructions

- Graduates should arrive at DAR Constitution Hall at 2pm to line up for their ceremony (Saturday, May 20th – Graduate; Sunday, May 21st – Undergraduate).
- Graduates will be grouped by school and degree, and should report to C Street or D Street depending on the order their school/degree will process into DAR (seating chart will be available at the end of March on the Commencement website at <http://www.marymount.edu/commencement>).
- There will be a faculty marshal for each degree. Graduates will be checked in by their faculty marshal and Registrar staff, but will not need to line up in alphabetical order.
- As they are checked in, graduates will receive cards with their name and degree. Cards will be color-coded by school and degree.
- When the procession begins, the faculty marshal for each degree will lead their group into DAR. Students will process first to be seated. Faculty, administration, and the President process next and will be seated on the stage.
- After the Commencement speakers, the dean for each school will stand and announce the candidates for their school.
- The faculty marshal for each degree will stand and lead their group to the stage steps. Each degree group will approach the stage in the order they processed into DAR. The faculty marshal will hand a card to the reader to announce the candidates for their degree. The faculty marshal will then cross the stage alone to wait for their group's names to be announced.
- Graduates should hand their card to the reader when they reach the top of the steps. When their name is announced, graduates should proceed across the stage to receive a diploma tube from the dean of their school. ***NOTE: Graduates' names will not be announced in alphabetical order. Guests should note their graduate's school and degree so they will know when the graduate will be walking across the stage.***
- After receiving the diploma tube and shaking the dean's hand, graduates should walk off the stage on the other side and into a hallway.
- GradImages will be in the hallway taking photos of graduates as they come off the stage. After their photo is taken, graduates will be directed to a table where Registrar's Office staff will give them their diploma (graduates who previously received diplomas or are prospective summer graduates will receive an envelope with a congratulatory letter). Graduates will then be directed back to their seats inside the hall.
- Once the ceremony is concluded, the President, administration, and faculty will recess out of the hall first followed by the graduates.