

UNDERGRADUATE COMMENCEMENT INFORMATION
2009

Visit the Commencement link on www.francis.edu for any questions about events.

Baccalaureate Mass (Saturday, May 9)

- Report to the hallway outside the Auxiliary Gym by 4:15 p.m.
- Bring your cap and gown, but NOT the hood

Undergraduate Commencement Ceremony (Sunday, May 10)

- Report to the Auxiliary Gym in Stokes by 1:15 p.m.
- Bring your cap, gown and hood (on Sunday caps & gowns may be picked up at the mailroom in JFK, starting at 8 a.m.)

Stokes will not open until 12:45 p.m. on Sunday. Please let your family and friends know so they're not spending a long time waiting outside a locked building.

Please also be sure to tell your family and guests that the academic procession into the main gym begins at 1:45 p.m., so they need to be in their seats before that time.

As soon as you enter the Auxiliary Gym you will see signs noting where you should line up for the B.A. and the B.S. degrees. Your name should be on a label on the wall near the sign for your degree. (If your name is not on a label, this is a serious concern. Please report to a commencement official at once.) Make sure you let one of the commencement officials overseeing your degree know that you have arrived so your name can be checked off the master list.

*****VERY IMPORTANT . . . If you have earned Latin honors (a QPA of 3.5 or above), you should see a star next to your name on the wall label. You will be receiving an academic medal. When a commencement official comes by to check you in, he or she will note this and mark your graduation robe to ensure that you receive the correct medal. So please be on time, in place and robed when that official comes by, and then this process will go smoothly.

You will be given the medal as we make the move from the Auxiliary Gym to the hallway. Commencement officials will be on hand to help you put on the medal.

Follow the posted signs regarding how to carry your hood and the placement of your tassel.

When Dr. Wayne Powel, provost, presents the candidates for each degree, stand when your degree is announced. Remain standing until Fr. Gabe concludes his remarks. Then you will proceed row by row to the steps at the side of the platform. Once at the side stairs, the first person in the group should climb to the top and wait for his or her name to be called. (When that person begins to move to center stage, the person at the bottom of the stairs should move to the top step.) When you hear your name, move to the center of the stage. Extend your left hand to receive your diploma. Shake Fr. Gabe's hand with your right hand, then descend the center steps. Hand your hood to one of the marshals and wait for him to place it over your head. Once the hood is placed, you can move your tassel to the left and return to your seat. Please remain standing until everyone receiving a diploma in your degree group has returned to his/her seats.

If your name is difficult to pronounce or is frequently mispronounced, stop by the Registrar's office to clarify the correct pronunciation.

Miscellaneous

●Cap and gown pick up in the JFK mailroom starts on Monday, May 4. Hours on Monday, Tuesday, Thursday and Friday are 8-3:30; on Wednesday, 8-4:30; on Saturday, 8-5. The mailroom is closed from 12-12:30 p.m. each day for lunch.

●Don't bring purses, cell phones or other valuables to the robing area for baccalaureate or commencement. You cannot carry them in the procession, and there is no secure place to leave them during Mass or the commencement ceremony.

●Under no circumstances will alcoholic beverages be permitted in the DeGol Arena. If you try to sneak them in and are caught, a university police officer will escort you from the building.

●Dress appropriately. No shorts or athletic shoes. No pins, cords or corsages on your gown.

●Don't chew gum while walking across the stage. You don't want to have to live forever with unflattering photos and video that catch you in mid-chomp.

●Please no pranks. . . no cute little signs on the top of your cap or throwing of caps into the air at the end of the ceremony.

Let's hope for great weather. Enjoy all the festivities!

Commencement Committee Chair