Spring 2016 ACADEMIC HONORS CONVOCATION CEREMONY
Macomb-Friday May 13, 2016, 2:00 p.m.

INSTRUCTIONS FOR STUDENT PARTICIPANTS

There are no convocation rehearsals so please read the information below carefully for each ceremony.

Macomb Ceremony – Western Hall

Arrival - Please arrive one-half hour prior (1:30 pm.) for this 2:00 p.m. ceremony

- Graduates **must report to the long counter along the East Arena back wall (Q-Lot side)** and pick up their name card(s).
- Graduates receiving multiple distinctions will have more than one card and will be going across the stage more than once. Each color-coded card denotes the different distinctions. Please keep cards in the order they are assembled. Feel free to write your name phonetically on the card to assist the readers.
- Line up behind the appropriate standard dressed in your cap & gown no later than 15 minutes before the start time of the ceremony. The back of your card(s) will indicate the letter "A" or "B" and a row number designation. There will also be a list of names on each standard. This list will indicate your position in the line; however, do not be concerned if the person behind or ahead of you is absent. This ordering is established for ease of the ceremony, but not everyone invited to participate necessarily attends.
- Note that your convocation line-up may be different from your commencement line-up.
- No one will be allowed to participate without a cap & gown.

Processional/Recessional & Ceremony Instructions

- Six student marshals dressed in black caps & gowns will lead the students, department chairs, and stage party into the main arena of Western Hall for the processional.
- Marshals will assist graduates into the rows of seating. Graduates with cards marked as "row leaders" are to always begin the next row of seating, regardless of how many are seated in the prior row.
- All guests are to be seated in the bleachers. There will be an assigned area for disability seating. The main floor is to be used by the ceremony participants only.
- You will be asked to stand for the National Anthem, and gentlemen will be asked to remove their caps. Later in the ceremony, all graduates will be instructed to remove their caps and put them under their chairs.
- Please follow carefully the instructions of the Master of Ceremonies and your student marshals at all times. The marshals are responsible for the flow of the ceremony and will release students at the appropriate time when proceeding to the stage entrance ramp.
- Graduates will hand the appropriate name card to the reader, and then proceed across the stage to have a medallion draped over their head, and then continue crossing the stage for a handshake with the President where a photograph will be taken before exiting off the south ramp of the stage and returning to their seat.
- You will always be asked to exit the row to the right and return to the row from the left.
- When the ceremony is over, the marshals will release each row of graduates to recess down the center aisle following the stage party.

Graduates unable to attend the Honors Convocation may pick up their medallion(s) when they pick up their name cards at the Commencement ceremony. Graduates not able to attend either ceremony will receive their medallions in the mail at a later date.

CONGRATULATIONS ON YOUR ACADEMIC ACHIEVEMENT!