

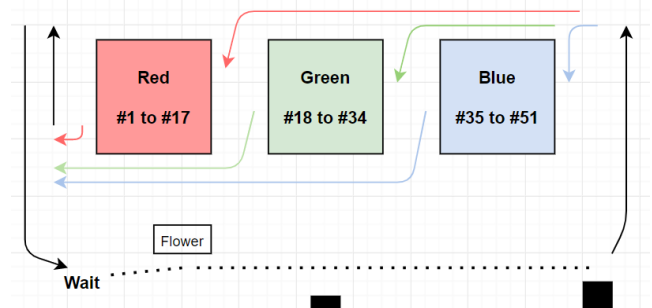
**Student Instructions for Commencement**  
**Merillat Centre for the Arts (MCA) - Zurcher Auditorium**  
**Building #15**  
**520 Lake Street, Huntington, IN 46750**

**Friday, August 14, 2020 and Saturday, August 15, 2020**

From Jeff Lehman, Faculty Marshal

### Arrival

1. Please be prompt. Doors will open 30 minutes before the ceremony.
2. Please stay in vehicles or in socially distanced guest groups outside the MCA.
3. When the doors open, enter the building with your guests.
4. Guests should proceed as a group to the auditorium where ushers will assist with seating in designated areas in the upper-level.
5. Graduates should visit the tables in the lobby to receive their seating location and, if applicable, honor cords and diplomas.
6. Graduates will have their official picture taken before entering the auditorium.
7. Graduates will be seated in the lower-level at a specified section, row and seat number.
8. Pick-up a program as you enter the auditorium.  
Ushers will be available to direct you.
9. Please stay seated in your assigned seat until the ceremony begins.
10. **Masks must be worn at all times** with the exception that students may choose to take off their masks as they walk across the stage.



### Conferral of Degrees

1. Stand when their degree is announced.
2. One row at a time will walk to the stage.
3. Faculty Marshals will signal when it is time for your row to proceed.
4. Remaining rows may be seated.
5. Move to the stage as shown and wait for your name to be called, then walk across the stage to pick-up a flower, turn to have your picture taken, and return to your seat.
  - o Please note we will not be shaking hands.
  - o Please give Dr. Emberton and Dr. Fetters a friendly smile or head nod as you walk by
6. Ushers will help direct you back to your seats. Wait until your entire row returns to be seated.
7. After all graduates have received their diplomas, Dr. Fetters will ask each degree group to stand to be recognized. Dr. Fetters will ask Bachelor's students to change tassels from right to left.

### Dismissal

1. Graduates will be dismissed by the Faculty Marshal.
2. Please exit the auditorium in single-file (maintaining social distancing) using the main center entrance and exit the building.
3. Pick-up a gift from the Alumni table before you exit the building.
4. Guests will be dismissed by row once all of the graduates have exited the building. Graduates should arrange to meet guests at a designated location outside the MCA.
5. Please practice social distancing as you receive congratulations and interact with other guests and faculty.

## Dress

The commencement ceremony is formal. Women should wear dark pants or skirts and dark shoes. Men should wear a light shirt and tie, black or dark trousers and dark shoes. No flip-flops or tennis shoes please.

Honor cords, stoles, and medallions given by University-recognized groups may be worn. Honor cords will be distributed by the registrar's office in the MCA lobby.

- Doctoral and Master's degrees wear tassels on left front
- Bachelor degrees wear tassels on right front (Dr. Fetters will announce when to change to left)
- Associate degrees wear tassels on right front

## Misc. Items

- Please unpack and hang up or iron your graduation gowns before the ceremony.
- Please silence cell phones
- **Masks must be worn at all times** with the exception that students may choose to take off their masks as they walk across the stage.

## Commencement Groups

Friday 8/14	5:30 PM	MBA, MA Counseling, MED in TESOL, MA Ministry
Friday 8/14	8:00 PM	OTD
Saturday 8/15	9:00 AM	Bible, Communication, Criminal Justice, English, History, Ministry & Missions, Philosophy, Psychology, Sociology, Social Work
Saturday 8/15	11:30 AM	Business, Education
Saturday 8/15	2:00 PM	Agriculture, Biology, Chemistry, Computer Science, Kinesiology, Math, Nursing, OTA
Saturday 8/15	4:30 PM	DMA, Art & Design, Music, Theatre