GUIDELINES FOR GRADUATES – PLEASE READ COMPLETELY!

Commencement will be held at the Cox Convention Center, located at Reno and Robinson in downtown Oklahoma City. Graduates should plan to arrive with their robes for check-in between 6:00-6:30 p.m. We will be robing in the Southeast Hallway on the 2nd Floor of the Cox Center Arena. There will be signs to direct you.

Please read the following guidelines below completely!

ROBING

- Graduates are required to wear **black caps and gowns** for Commencement. You must purchase your cap and gown package at the bookstore before the ceremony.

- If you wear your gown straight out of the package, it will be wrinkled. We recommend ironing your gown or at a minimum hanging it ahead of time.

- We recommend wearing dark-colored dress clothes under your gown with dark-colored formal shoes.

- **MAKE SURE YOU WEAR COMFORTABLE SHOES!** You will be walking around the arena for prolonged periods of time, so be prepared. Also, in order to enter the arena during the ceremony, you will walk down two flights of stairs.

- Wear your cap so the mortarboard is flat on your head, not tilted. Your tassel should hang on the right.

- **Do not leave any personal items in the robing area during the ceremony.** Neither OCCC nor the Cox Center is responsible for lost or stolen items. If you have a purse or other item, leave it with your family/friends.

NAME CARDS

- When you arrive, you must obtain your name card at the check-in station designated by your last name. **Check the card to make sure your name is correct.**

- **Your name card is very important. Do not lose or destroy your card. You will give this card to the reader to announce your name as you walk across stage.**

- If you would like to clarify the pronunciation of your name, speak to the readers prior to the lineup. The readers will be stationed in front of the robing area.

- The email on the back of your card is where the photographer will send your photo proofs. Use the pencils at the check-in station to change the email or add a mailing address if desired. Purchase of photos is optional.
LINEUP

- 30 minutes before the ceremony, Commencement Marshals will arrive to organize graduates for the processional. Graduates will be instructed to make two parallel lines.

- When it is time to begin, the marshals will lead the lines of graduates out of the robing area to the arena entrance.

- The Processional music will begin, and the Marshals will lead you to your seats in the arena.

- Please be aware that we cannot guarantee preferred seating arrangements. What we can tell you is that seating is in rows of 20 in the arena, and if you want to sit next to a certain graduate, this person should stand directly in front or behind you during lineup.

CEREMONY

- Remain standing once you have arrived at your seat. There will be an invocation, and then you will be instructed to take your seat.

- The Commencement Ceremony will consist of a series of items including a keynote speaker. You may follow along by reviewing the Commencement program located on your chair.

- After the President’s Award for excellence in Teaching is announced, the Vice President of Academic Affairs will ask for graduates for the various degrees to stand. The President will announce graduates for conferral. You will move your tassel from the right side to the left.

- Everyone will cheer!

- After the conferral is announced, all graduates except the first two rows on the left hand side will be seated. Marshals will begin leading the first two rows out to the stage. Marshals will continue to direct graduates to the stage row by row until all graduates have walked.

- When it is approaching your turn to go on stage, you will hand your name card to the reader. Marshals will guide you onto the stage.

- Once on stage, a regent will shake your hand and give you a diploma cover. Your diploma will not be in the cover. There will be instructions for how to get your diploma later.

- Next, you will walk across the length of stage to shake hands with the President and have your picture taken. You will then exit the stage and take a second picture. A marshal will then direct you back to your seat.

- At the end of the ceremony, the Marshals will lead you out of the arena.

- Hooray! Congratulations!