1. All graduates are seated except those in the first two rows remain standing. The university marshal will lead the first two rows to the back of the stage. When directed by the marshal, (one row at a time) stand, turn to your left and exit your row, follow the university marshal to the side door at the front of the auditorium. Exit the door, turn to the right, and join the line leading up the stairs. (See route A above)

2. A photo will be taken backstage.

3. Enter the rear of the stage.

4. Stop at University Marshall – go when told, walk quickly to the reader—do not hesitate!

5. Hand the reader your name card. Reader may ask how to pronounce you name correctly.

6. Walk in front of the podium and stand on the foot prints for hooding. You should face the audience to be hooded by the dean and your chosen hooder.

7. Shake hands with the dean, hooder, provost, president and trustee as you receive your diploma cover.

8. Exit the stage as indicated above. **Exercise extreme caution walking down the stairs.**

9. An additional photo will be taken at the bottom of the stage.

10. Return to the seating section in a timely manner and sit down (probably will not be the seat you vacated).