

Indiana University East
COMMENCEMENT INSTRUCTIONS
Friday, May 10, 2019 at Richmond High School

1. **Arrive at 4:45 p.m.** (4:00 p.m. if you are getting pictures taken in the Tiernan Center Lobby).
 - Please give all valuables and personal belongings to a family member or friend to hold.
 - Family and friends should go to the Tiernan Center. Cellphones on silent mode please.
 - **Graduates, make your way to the Richmond High School cafeteria for robing and line-up.**

2. **No later than 5:00 p.m., all graduates need to be in the RHS cafeteria. Don't be late!**
 - Only graduates permitted in cafeteria. Leave personal belongings w/family in Tiernan Center.
 - Upon entering the cafeteria, go to the designated area for your School (i.e., Business, Education, Nursing, etc.), where a school representative will give you your name card.
 - This card has (1) your name; (2) honors designation if applicable and (3) a number. The number indicates the order in which you will line-up within your School.
 - Honors cords will be distributed to December and May graduates who qualified for them. Honor cords are to be worn over the left shoulder.
 - Service cords will be distributed to military veterans.
 - Undergraduate candidates – tassels on the right. Master's degree candidates – tassels on the left.

3. **When signaled by the Master-of-Ceremonies, we will march.**
 - **Don't be late to line-up in the cafeteria!** We march when told to march (with or without you).
 - Hold on to your name card.
 - Follow Master-of-Ceremonies to the seating area in the Tiernan Center.
 - If you are physically able to do so, please remain standing. You will be told when to sit.

4. **Graduates will be invited to the stage** to receive congratulatory recognition and their diploma covers.
 - Precede one row at a time to the stage. Access to the stage will be by the steps on the right (as you face the stage). Walk up the steps and hand your name card to the name reader.
 - Wait until your name is read before crossing the stage. Your school Dean will congratulate you. Chancellor Cruz-Uribe will congratulate you.
 - As you descend the steps on the left side of the stage, you will receive a gift from the Alumni Association and pause momentarily for a photo.
 - Return to your seat and remain standing. Do not sit until your entire row has returned.

5. **Please note: Diploma covers, presented during the ceremony, do not contain actual diplomas.** December graduates should have already received their diplomas. Diplomas for May, June, and August graduates, should be available approximately 4-6 weeks after you have been certified for graduation. May, June, and August graduates will be notified via email, by the Office of Student Records, to let them know when their diploma has been placed in the mail.

6. **All graduates need to return their gown** to university personnel **in the smaller auxiliary gym immediately following the commencement ceremony.**

Remind your guests about proper crowd etiquette. Please ask them to remain in their seats until the commencement ceremony ends and, if they must go to out to the foyer, that they remain quiet. Thanks!