2016 SPRING COMMENCEMENT
PROCSSIONAL AND CEREMONY INFORMATION

To Participate In Commencement, You Must Have Filed an Application For Graduation With The Registrar’s Office

PLEASE NOTE
ALL Candidates Entering The Arena Will Be Scanned And Bags Will Be Checked

Commencement Date & Time

- Commencement Ceremony Date: May 14, 2016
- Commencement Processional Line Up: 7:30 a.m. Fairchild Building
- Commencement Ceremony Location: Health & Physical Education Arena (HP&E))
- Commencement Ceremony Start Time: 9:30 a.m.

All Candidates are required to wear the full academic regalia attire. (cap, gown, and tassel)
- The official color of the regalia is black.
- Doctoral Candidates’ hood must be specific to their degree.
- Candidates should wear professional dress attire under the gown, along with dressy shoes.
- Candidates who hold membership with honor societies and registered campus organizations may wear stoles, cords, and medallions that represent their affiliations.

Required Commencement Attire
Regalia, Caps, Gowns, and Tassels Can Be Purchase At The University Bookstore
Phone Number 713-313-7030

✓ Bachelor’s Undergraduate Regalia Purchase Price ($47.20) (cap, gown & tassel)
✓ Master’s Degree Regalia Purchase Price $50.70 (cap, gown hood, and tassel)
✓ Doctoral Degree Regalia are not for sale only rental and must be return to the Bookstore Rental Price $62.20 (include cap, gown, hood, and tassel)
✓ TSU Stoles with the University Logo Purchase Price is $38.80
Commencement Line-Up Instructions

- Candidates Mandatory Arrival Time 7:30 a.m.
- Candidates Line-Up Location: Fairchild Building.
- Colleges/School locations will be posted at all door entrance.
- Upon on arrival Candidates should proceed directly to the area designated for their Major College/School and locate their College/School Faculty Marshals.
- Marshals will give each Candidate an index card containing their name, major, degree and college/school name. **Keep the card. You will need this card to cross the commencement stage.**
- Announcers will call your name from this card.
- Marshals will begin the processional line-up at 8:15 a.m.
- Candidates must be in full regalia.
- Each College/School will have a Banner. Candidates will line-up by two’s behind the Banner corresponding to their Major College/School.
- Marshals will led the processional line-up from the Fairchild Building and proceed down the Tiger Walk to the HP&E Arena.
- If Candidate arrives late, they will be place in the back of the processional line-up. Late Candidates will receive their index card before the ceremony.

Commencement Ceremony Procedure

- Faculty Marshals will lead Candidates into the HP&E Arena.
- Candidates will march down the center aisle to assigned rows.
- Marshals will count off the number of Candidates for each row, Candidates should move quickly and stand directly in front of a seat. Candidates should not leave any empty spaces.
- Upon arrival at the designated seat, Candidates will be facing the audience.
- Candidates will immediately turn around and face the center aisle until the President pass their row.
- Candidates will then turn and face the stage. Candidates are to remain standing until instructed to sit simultaneously after the Invocation.
- When it is time for each Candidate to approach the stage, the College/School Dean will present Candidates to the President.
- Marshals will lead Candidates of their respective College/School to the stage.
- Marshals will instruct Candidates to access the stage individually.
- Candidates will pass their name cards to the Announcer at the podium.
- Undergraduate Candidates graduating with honors will be recognized when their name is announced.
- After Candidate name is announce, Candidate will receive a proxy diploma cover, shake hands with the President and pose for a picture.
- Candidate will exit the stage and walk back to their seat. Marshals will continue to direct Candidates throughout the ceremony.
Commencement Recessional

- The recessional will follow the reverse order of the processional. Candidates will stand to sing the Alma Mater. Candidates will remain in their seats. The President and platform party will lead the recessional line, followed by faculty’s then Candidates. Marshals will lead the way for the Candidates to march out of the H&PE Arena. Candidates should not stop to greet family and friends.

University Academic Honors Recognition

Undergraduates graduating with Honors Designation will receive Honors Cords at commencement practice. Honors will be based on the previous semester (fall 2015) cumulative GPA.

Honors Designation

Cum Laude 3.25 – 3.49; Magna Cum Laude 3.50 – 3.74; Summa Cum Laude 3.70 – 4.0

Photographs

- All participating Candidates will be individually photographed on stage as they receive their proxy diploma. Three weeks after commencement, Candidates can view their photo on line at provoststudios.com. Please contact Provost & Associates Photograph @ 713.527.9488 for information on purchasing commencement photo packages. Video of the full commencement will also be available for purchase. Please contact the University Video Department @ 713.313.6871.

Official Graduation Diplomas

- All Candidates will receive a proxy diploma at the commencement ceremony. Official diplomas will be mail 8 weeks after the ceremony to the address indicated on the Candidate’s graduation application. Diplomas will be issue only after all academic requirements has been met.

Commencement Etiquette

- The University requests that all Candidates observe the following rules:
  - Cell phones should be placed on silent mode and kept out of view. Please do not speak or text during the ceremony.
  - If Candidates arrive late, there is no guarantee that they will be able to march in the processional or sit with their schools/colleges.
  - Candidates will not be allowed to participate in the ceremony without the appropriate academic regalia.
  - Candidates should not bring anything that they must carry. Purses, backpacks, and bags should be left with guest. There is no storage area to secure these items. Items should not be left on the seats.
  - Candidates should remain seated during the Ceremony.
  - Candidates should avoid loud cheering and other distractions to allow families of other candidates to hear their name announced.
**Inclement Weather Plan**

- In the event of inclement weather, commencement line up information will be posted on the University website, and signage will be placed around campus. Candidates will also receive a text alert with detailed information.

**Commencement Parking Information**

- Parking is free.
- TSU Police personnel’s will direct Candidates and guests to available parking lots. Please follow their directions.
- Parking will be available on campus in various parking lots, the west garage located on the corner of Blodgett and Ennis Street, and the east garage located on the corner of Tierwester and Cleburne Street.
- The University will provide transportation from the various parking lots by way of Trams and Carts.
- Please observe parking restrictions on the streets surrounding the university.
- The City of Houston Police and Parking Officers will enforce towing and parking violations.

**Special Assistance**

- Please call 713-313-7458 if you are a Commencement Candidate needing special assistance or sign language interpreter prior to or during the commencement ceremony.

**Sign Language Interpreters**

- Sign Language Interpreters will be located on the commencement stage.