



Commencement Instructions

Winter
2024



The winter commencement ceremony will be on Thursday, December 12th, at 7:00 p.m. in the Bartholomew Performing Arts Center located at the corner of 10th Street and Mayhew Avenue.

The ceremony lasts approximately one hour. The doors open one hour before the ceremony for guests. No tickets are required. The event is open to the public, with seating on a first-come, first-served basis. No reserved seating is permitted, with the exception of seating arranged before the event for individuals with special needs and honorary guests of the Board of Trustees.

Your cap and gown will be available to pick up from Minnie Vickrey on the 2nd floor of Hulitt Hall. An email will be sent out when the gowns are ready to be picked up. You may pick them up between the hours of 8:00 A.M. and 5:00 P.M. Please make arrangements with Minnie Vickrey at 402-363-5614 or mlvickrey@york.edu if you are not able to pick up your cap and gown between those times. However, if you do not live in York, your gown will be available on the day of the ceremony.

If you are to receive honor cords, they will be included in your cap and gown package. Academic cords (Sigma Tau Delta, Alpha Chi, etc.) will be given out by the department or club sponsor, and it will be your responsibility to bring and wear them during commencement. Only academic or military cords are appropriate to be worn during the ceremony.

Detailed instructions are outlined below. Please review them in order for this exercise to be conducted with dignity, beauty, and precision.

Instructions for Graduates

- **Parking:** There is limited parking in the Bartholomew Performing Arts parking lot and side streets. Graduates, please prepare to walk to commencement if there is no parking space nearby.
- **Dress:**
 - As this is a professional ceremony, York University will provide your official graduation regalia. Any unapproved enhancements to regalia will be confiscated and returned to you after the graduation ceremony. Graduates may only wear items provided by the graduation coordinator. No additional chords, stoles, decorations, or ornaments should be added to the graduation dress.
 - **Women:** Wear dark-colored shoes. Please remember that you will be walking across campus and across the stage. Flip-flops are highly discouraged, and casual wear is not an acceptable graduation dress.

- o Men: Shirt, tie, dress pants, socks, and shoes will be exposed. A white or light-colored shirt, dark tie, dark trousers, dark socks and dark shoes will be in good taste. Jeans, shorts, sneakers, and sandals are not acceptable as proper dress for commencement.
- o Keep caps on throughout the exercise.
 - Wearing your tassel on the left side signifies the achievement of becoming a graduate.
- Graduates: All graduates and their escorts (one person) will meet in the Bartholomew Performing Arts Center choir room no later than 6:15 on Thursday evening.

You will be given a name card that you will fill out. This information will be announced when you are handed your diploma. Next, you will be asked to line up alphabetically. Once you and your escort have found your place in line, the graduates will be asked to gather for a group photo.

After the photo, graduates will reassemble into their line and be escorted to the ceremony—led by the marshals, who will follow after the faculty, the board of trustees, and the executive council.

- Seating Arrangements: Graduates are the last in and the last out, seated after the faculty. Your escort will be seated next to you. The marshals will indicate when you are to leave. You can arrange reserved seating for individuals with special needs by emailing the Office of the Provost at mlvickrey@york.edu no later than noon on the Monday before commencement.

Carrying your name card, marshals will lead you onto the floor. Remember to carry your name card with you! The marshals will guide you and your escort to the appropriate seats.

Remain standing until you are instructed to be seated by the marshals—after the national anthem and invocation. A commencement program will be in your chair as well.

- Conferring of Degrees:
 - o All master's degree recipients will be presented to the president at the same time. When your degree is named, you and all recipients of that degree will stand. The president will confer the degree upon the entire class. After conferring your degree, you will be instructed to sit down. At the appropriate time, you will be instructed to stand, and a marshal will direct you toward the platform where you will walk. Remember to carry your name card with you! Do not carry your program. As you walk up to the platform, hand your name card to the announcer.
 - o All bachelor's degree recipients will be presented to the president at the same time. When your degree is named, you and all recipients of that degree will stand. The president will confer the degree upon the entire class. After conferring your degree, you

will be instructed to sit down. At the appropriate time, you will be instructed to stand, and a marshal will direct you toward the platform where you will walk. Remember to carry your name card with you! Do not carry your program. As you walk up to the platform, hand your name card to the announcer.

- o All associate degree recipients will be presented to the president at the same time. When your degree is named, you and all recipients of that degree will stand. The president will confer the degree upon the entire class. After conferring your degree, you will be instructed to sit down. At the appropriate time, you will be instructed to stand, and a marshal will direct you toward the platform where you will walk. Remember to carry your name card with you! Do not carry your program. As you walk up to the platform, hand your name card to the announcer.

- Presentation of Diplomas and Hooding:

Master's Graduates: When the time comes for hooding and presentation of diplomas, graduates and their escorts will head to the stage at the direction of the marshals. Graduates will hand their name cards to the announcer and walk onto the stage with their escort.

You will first be hooded by the director of your program and your escort.

After the pictures have been taken, your escort will continue across the stage and wait at the bottom of the stairs while you receive your diploma cover. You will take it with your LEFT hand; shake the president's hand with your RIGHT hand. Your picture will be taken as you shake hands with the president. Please do not rush this process. Time will seem to move faster when you are on stage. Walk with purpose, but do not rush.

After receiving your diploma cover, you will exit the stage, join your escort, and return to your seats through the opposite aisle.

Diplomas will be mailed to all graduates.

Undergraduates: Behind your name card, you will find the final instructions: Hand your name card to the announcer, walk to the president, and be handed an empty diploma cover. You will take it with your LEFT hand; Shake the president's hand with your RIGHT hand. Your picture will be taken as you shake hands with the president. Please do not rush this process. Time will seem to move faster when you are on stage. Walk with purpose, but do not rush.

After leaving the stage, return to your place through the opposite aisle.

Your Escort will remain seated during this time.

Diplomas will be mailed to all graduates.

Hooping: After all degrees have been awarded and the graduates have returned to their seats, the bachelor's graduates and escorts will be asked to stand for the hooping. At that time, the escorts will place the hood over the shoulders of their respective graduates. (See instructions)



Instructions for wearing your academic hood
Your hood should be worn draped around your neck, with the largest portion of the hood hanging down your back. The velvet border, which indicates your field of study, should be shown outside. The velvet should fold under on the lower back to allow the colors of your College or University to show. To keep your hood from being too tight against your neck, there is a cord on the front to help secure it to a shirt button or to pin it to a blouse or dress. Master hoods also have a cord and a button in the back to prevent your hood from

slipping off your shoulders.

- Recessional: A marshal will signal when your row (and your escorts) may leave.

You may keep your cap, gown, tassel, hoods, and cords.

- Photography: We will take a group photo before graduation, and individual shots will be taken as you cross the stage.

Soon after graduation, a link will be posted to the graduation news article on the York University webpage.

The photos will be housed in <https://ycphotos.smugmug.com/2024/Events>, where you can download prints.

- Appropriate Behavior: Please show respect for all who have come to share in this landmark experience. Individuals who engage in inappropriate or disruptive behavior may be removed from the event.

As a courtesy to other graduates, we ask that you do not leave until the end of commencement.

- Keep in Touch: Just because you're leaving campus does not mean you're leaving YU. You can stay connected to your alma mater through our Alumni Office. Once you get settled, send us your updated contact information here: <http://www.york.edu/alumni/> (click "[Update your information](#)") so we can keep you in the loop.
- Important numbers:
 - o Alumni Office: : 402-363-5668, Alumni@york.edu

- o Business Department/Student Accounts: 402-363-5711
- o Registrar: 402-363-5675
- o Request a Transcript: <https://www.york.edu/registrar/transcripts-and-diplomas.php> Each official transcript is \$14.
- o York Switchboard: 1-800-950-YORK