

## Graduate Instructions & Expectations

### STEP 1: GRADUATE CHECK-IN

Please arrive dressed in graduation attire and consider wearing comfortable shoes and lighter clothing. Enter the hotel and proceed to the main level Ballroom. Proceed to the nearby check-in table.

### STEP 2: CARD DISTRIBUTION

A CSP representative will hand you a card that will show the row and seat number you are assigned. **Do NOT LOSE this card as you will BRING IT TO STAGE.** You will also receive a **yellow card** that must be given to the family member or friend who will be pinning you.

### STEP 3: FINDING YOUR SEAT

Once you have checked in, proceed directly to your seat, here, you will find a Commencement program.

### STEP 4: DEGREE AWARD

Prior to being individually recognized on stage, you will be instructed to stand, and your degree will be conferred. The Faculty Honor Marshal will motion your row to stand and direct you to the stage. When prompted, exit your row and **REMEMBER TO BRING YOUR WHITE CARD.** You will receive an empty diploma cover from a Concordia University Administrator.

### STEP 5: PINNING

After receiving your diploma cover, exit the stage and a representative will guide you to the pinning area. Your family member or friend will be waiting to place the nursing pin on your gown.

### STEP 6: INDIVIDUAL PROFESSIONAL PICTURES

While on stage, a posed picture will be taken after you receive diploma cover. Upon exiting the stage, pictures will be taken of the pinning, followed by a final posed picture. After your photo is taken, return to your seat. Please remind your family to remain in their seats. [REGISTER HERE](#) so you will receive your proofs 10-14 business days following the ceremony.

### STEP 7: RECESSIONAL

At the conclusion of the ceremony, you will follow the Faculty Honor Marshal and recess to the back of the venue. You may carry your belongings out or return to your seat following the recession. Please instruct your family and friends to remain in their seats during this time.

### HELPFUL TIPS

- The cap is an essential part of the academic attire and should be worn at all times.
- Please wear the tassel draped over the left front quarter of the cap.
- Your gown should be zipped for the duration of the ceremony.