

## **Fall Commencement Information**

**Line-up and processional:** Check in *no later* than 30 minutes before your ceremony begins. Check in is performed at tables sitting in the hallway near the Alumni Office, Somsen Hall 206, and line up will be on the third floor of Somsen Hall. **Bring with you:** Cap, gown, and tassel (hood as well, if graduate-level student).

You will first line up for a professional photo. Look for signage and personnel directing you to the lines forming for photos. After your photo, proceed to the check-in tables where you will be given a name card, and then will go to your college's area to line up on the third floor of Somsen Hall. You will not be organized by alphabet and can stand/sit next to whomever you choose within your college during the ceremony. If your name is difficult to pronounce, you may write it phonetically on your name card. This is the card from which your name is read when you cross the stage.

The processional will begin approximately five minutes before the ceremony starts. You will be led by the stage party to McCown Gym. Walk slowly as you make your way to your seat. An usher will direct you to the correct row. Do not leave empty seats between graduates and remain standing until after the national anthem is sung.

**Conferring of degrees:** At the correct time in the ceremony, the Provost will ask each group of graduates by degree type (doctoral, masters, bachelors, associates) to rise. President Olson will confer your degree and then you may be seated.

**Crossing the stage:** When it is time to cross the stage, the ushers will guide one row at a time to stand in unison. Take your name card with you! You will proceed up the ramp, hand your card to the name reader, and immediately cross to the middle of the stage where the dean of your college will present you with your diploma cover. Pause very briefly for a photo and then immediately proceed down the ramp. Stop and stand near President Olson as he congratulates you as another photo is taken. You do not need to pose for the photos. You may return to your row and be seated as soon as you reach your seat. Proofs of the professional photos will be emailed to you.

**Recessional:** When the ceremony has ended, the ushers will guide you out one row at a time and you will follow the stage party outside where you will be able to ring the Commencement Bell. **Make a plan to meet your guests away from the bell.** The gym doors

will be closed immediately following the ceremony.

**Gown, Mortarboard (Cap), Tassel and Graduate Hood:** Mortarboard (cap), tassel and gowns are required and are available at the WSU Bookstore. Note that there are different styles of gowns for master's and undergraduates. The gown must be zipped. Your mortarboard is to be worn flat on top of your head (parallel to the floor) and the tassel is worn over the right temple. Graduate students can purchase their hood at the bookstore. You will put it on during the line-up.

**Off-campus viewing:** The ceremonies will be live-streamed on the WSU website ([www.winona.edu/commencement](http://www.winona.edu/commencement)), with closed-captioning available in several languages. Also, HBC-Winona Channel 25 will broadcast the ceremonies live and will rebroadcast them, [www.HBCI.com](http://www.HBCI.com). You may purchase a keepsake DVD of your ceremony through the HBC store [www.hbc.com/store](http://www.hbc.com/store).

**Seating:** Most of the guest seating in the gym is on bleachers. There will be a limited number of folding chairs on the floor of the gym. If you have a guest who will be in a wheelchair, scooter, or cannot climb bleachers, please contact the Registrar's Office at [graduation@winona.edu](mailto:graduation@winona.edu) for reserved seating for them.

**Strollers/Balloons/Signs/Noisemakers:** These items are not allowed in the gym. Strollers should be returned to your vehicle. Balloons, signs, and noisemakers can be stored for you until after the ceremony.

**Diploma vs diploma cover:** You will receive a diploma cover on stage from the dean of your college. Your actual diploma will be mailed to the home address you indicated on your graduation application. If that address has changed, update it on the graduation application within one week after the ceremony.

**Questions?** Email the Registrar's Office at [Graduation@winona.edu](mailto:Graduation@winona.edu).

**Congratulations!**