

Northwest Mississippi Community College
Associate of Arts Commencement Ceremony Instructions
May 17, 2019 at 8:00 a.m.

1. **April 5th** acknowledgment emails sent to Commencement participants (check personal and Northwest email).
2. **May 7- 9:** Pick up your Regalia and Pronouncer Card at the Bookstore of the campus indicated in your acknowledgment email.
Try on your gown! (If there is something wrong – let us know then so we can fix it.)
Hang your gown up so that the wrinkles will fall out, but do not iron it.
3. **May 17th Commencement DAY**
 - A. Candidates for Commencement will line up no later than **7:30 a.m.** on the sidewalk at the **EAST** end of the coliseum in order by section and number as provided on “Pronouncer” card. Look for signs with your section (for example, if your number is B25 – you would line up in section B15-28.)
 - B. Ceremony begins at 8:00 a.m.
 - C. Candidates for graduation will be seated in alphabetical order.
*** In case of rain, proceed to your assigned seat. ***
4. **Graduate Attire:**
 - A. Caps (tassel is on the **right** side) - Decorated caps are not permitted.
 - B. Gowns (women have white collar insert)
 - C. Hoods will be worn at graduation.
 - D. **DON'T FORGET** your PRONOUNCER CARD!
 - E. Additional regalia
 - i. Gold stole and gold tassel for Phi Theta Kappa members
 - ii. Peach double cord for Alpha Delta Nu
5. As Commencement is a formal ceremony, graduates should wear professional attire under their regalia.
 - A. Women should wear professional attire with dark “dress” shoes.
 - B. Men should wear white shirts, dark dress tie, dark socks, black shoes and dark trousers.
6. **General Ceremony Instructions:**
 - A. Please do not chew gum, carry anything in your hands, or display any unbecoming actions during your Commencement.
 - B. During prayers and the Alma Mater, please remain standing. Men should remove their caps.
 - C. After singing of Alma Mater, all will process out beginning with the last row.
7. **Walking Across the Stage Instructions**
 - A. As you are in line to walk across the stage, you will hand your PRONOUNCER card to a representative from the Admissions Office near the podium on the floor.
 - B. You will then proceed up the stairs of the stage.
 - C. As soon as your name is called, you will walk across the stage.
 - i. If you meet “honors” requirements, that will be announced after your name
 - ii. 3.5 or higher cumulative Northwest GPA as of the completion of the fall 19 semester

- D. Receive your diploma with your left hand and shake the hand of the President with your right hand.
 - E. Shake hand of the Vice President
 - F. Continue off the stage and back to your seat.
8. The Northwest Mississippi Community College Commencement Exercises are viewed as a formal ceremony. We ask you to remind your family and friends who will be in attendance to refrain from yelling and walking around during the ceremony. No balloons, signs, or noise makers are permitted within the coliseum.
9. **IMMEDIATELY FOLLOWING GRADUATION gowns and hoods must be returned to the Hall of Fame Room in the west end of the Coliseum. You may keep the tassel, cap, and diploma cover.**
10. **Can't attend:** If you are unable to attend the Commencement Exercises due to "life happenings" or ineligibility due to failure of classes, please email registrar@northwestms.edu AND return your cap and gown to the Office of Admissions and Records by May 16th.