Welcome to the 2012 Graduation Ceremony Review. This review will give you directions to make the ceremony memorable.

This is the 23rd Commencement Ceremony for Hodges University. Hodges is very excited about holding the event at Germain Arena. We are able to offer unlimited seating to the family members of our graduates. We hope everyone plans to attend and participate in this once in a lifetime experience.

If you have read your graduation packet that was posted, a lot of this will be a review. Please view every page so you will be fully prepared to participate in the graduation ceremony.
Here is a list of current contacts. Any final questions about your GPA or diploma should be directed to the Registrar’s Office.

Tickets for the Graduation Party may be purchased at a Graduation Fair or the bookstores in Naples or Fort Myers. FKCC, PHCC and SFCC graduates may purchase tickets from the Learning Site Coordinators. The price for graduates is $10.00 and for non-graduates the price is $15.00.

Celebration Time will be set up at the Graduation Fairs along with being in the lobby of Germain Arena so family and friends are able to purchase last minute graduate gifts.

### Contacts

- Registrar’s Office (registrar@hodges.edu)
  - For all final questions about graduation
- Student Services
  - Graduation Party on June 9 at the Holiday Inn @ Town Center
  - Tickets available in bookstores or with Learning Site Coordinators
- Celebration Time
  - Diploma frames, rings, announcements and other graduation necessities
Here are some of the key staff members you will see at the graduation ceremony. Carol Morrison will give you last minute instructions and will review the graduation process with you at **2:00 PM** on Graduation Day. If you did not indicate how to pronounce your name when completing the Commencement Ceremony information form, please email Dr. Bowman with this information if you have a difficult name to pronounce. Dr. Brooks and Ms. Morrison will initially direct you into your seats. Ms. Morrison will be sending you to the stage area. Dr. Brooks will send you up the ramp to Dr. Bowman, one at a time. Dr. Bowman will read your name card at the podium. Dr. Brock will be the Presiding Officer during the graduation ceremony. Dr. McMahan will confer your degree, give you your diploma cover, and shake your hand. And Dr. Hodge will be at the base of the stairs/ramp when exiting the stage.
All Winter 2012 graduates will be emailed when diplomas are ready to be picked up. All summer and fall graduates should have already received their diplomas. Students at Learning Sites will have diplomas mailed.

Appreciation ribbons should have been picked up at the Graduation Fair. The ribbon should be given to the person who gave you the most support during your studies at Hodges University.

An alumni survey will be mailed to you. Please complete this and send it back to us in the prepaid envelope.
Group Photos at May Grad Fair

- Alison Beyer Photography will be creating a composite of all of the graduates based on the degrees earned.
- She will be set up behind the stage from 2:00 – 3:00 PM for those who did not take a photo at a Grad Fair in Naples, Fort Myers, or PHCC.
- These group photos will be sold for $30.
- Additional packages are available.
- Orders should be completed when the photo is taken.

During the May Graduation Fairs (at the Naples and Fort Myers campuses), Alison Beyer Photography took your picture for use in a composite photo of our graduates. This is a no obligation photo; however, these group shots can be purchased for $30 and can be ordered when the photo is taken. Additional packages are also available. Alison Beyer Photography will also be at Germain Arena prior to the Graduation Ceremony behind the stage on the main floor from 2:00 – 3:00 PM for those who could not attend the May Grad Fairs in Naples, Fort Myers, or at PHCC.
Germain Arena is very easy to find as it sits next to I-75 just north of Miromar Outlets at exit 123 or south of exit 128. The Germain website is provided on a Useful Links handout that we have posted to the Registrar’s website under Graduation Information.
This map shows the location of the Arena in relation to Exit 123.
We ask that all graduates arrive two hours early for a verbal group rehearsal. I will be reminding you of how to enter the stage area, how to move to the stage, how to receive your diploma, where the photographers will be and how to exit.

The building will open at 1PM. Graduates should enter under the Break Away Pub sign. Staff will be able to direct you down the hallway. All others should enter through the main doors on the east or south side of the building.

The building will be quite cool when you enter so please advise your guests they may want to bring a sweater or jacket.
Parking

- The parking lot opens 3 hours prior to the Graduation Ceremony.
- There is ample parking available at Germain Arena in the surrounding parking lots. There is no charge for parking.
- See aerial map of parking areas on the next slide.
This is an aerial view of the parking areas. There is also parking behind the arena next to the interstate. You can also get to the south parking areas from the Miromar Outlets parking lot which runs next to I-75.
Graduates will be sitting in the stands while waiting to line up for the procession. There is no secure location to keep valuables so please leave these with your guests.

Please make sure you dress appropriately. Men should wear a shirt and tie with dark trousers.

Women should also wear something dark under the gown. Women should try on their attire prior to the ceremony to verify the neckline looks OK and the dress or skirt fits nicely under the gown.

Dark shoes are appropriate for both men and women so they match the gown.
Wearing Academic Dress

- Press gown with a cool iron.
- Wear cap flat. Bring bobby pins!
- Tassel hangs to the front right side - make sure it doesn’t interfere with photo.
- Honor cord around neck based on Cum GPA.
  - Gold - Summa Cum Laude (3.90 – 4.0)
  - Burgundy - Magna Cum Laude (3.76 - 3.89)
  - Silver - Cum Laude (3.50 – 3.75)
- Master’s students – help will be available to adjust hoods.
- Extras of everything will be behind the stage.

Wear your gown into the building. Don’t forget to bring your cap, tassel, honor cord, and/or hood with you. Make sure you try to iron the gown with a cool iron prior to the ceremony. Bring bobby pins with you to secure your hat. Tassels should hang to the right side of your face and be secured to the cap. Honor cords are earned on your cumulative GPA and should hang around your neck. Hodges staff will make sure that masters hoods are worn correctly prior to the ceremony.
Hats should be worn flat. Ladies can tuck in the front to preserve loose bangs. Help will be available at the restroom mirrors to secure caps with bobby pins.

Hoods should drape over your shoulders and down the back of your gown. The velvet border should be on the outside. The lining should be turned out so the colors are prominently displayed.
Graduates should enter under the BreakAway Pub sign on the northeast side of the building and proceed down the north hallway. Name card tables will be set up behind the stage along with photographer Alison Beyer.

Please note the handicapped seating areas in sections 110 & 109.
Guest Seating

- Tickets were requested but not necessary. The doors open at 1:00 PM.
- Handicapped Seating is available in the south side stands. Please refer to the previous slide and look for the handicapped symbols. There is open space for wheelchairs and some free standing chairs. One guest may sit with a handicapped guest.
- One concession will be open for food and drinks on the south side of the arena.
- Baby strollers can be left with HU staff at a table by the east side entrance.

Have guests sit in sections 101 through 111. Graduates will enter on the north side of the floor and will exit on the south side so all guests will have a good view from any section.

One concession will be opened prior to the ceremony on the south side of the arena. Free water will be available to graduates behind the stage.

We will have a baby stroller holding area on the east side of the arena staffed by HU. If possible, please put an ID tag on your stroller prior to your attendance.
Name cards will be organized alphabetically. The front of the card will have your diploma name, any honors, phonetic spelling, and a seat number. The back of the card will have your current home and email address as listed with HU. Please verify this is your correct mailing and email address. Some students will carry program identification cards. One student will carry the student speaker’s name card.

Name Card

- Pick up your name card at the table behind the stage on the main floor. They will be in alphabetical order.
- An address label has been attached to back of card. Please verify this is your correct mailing and email address.
- Your name is printed on the front, phonetic spelling is filled in if necessary, and a seat number is placed on the bottom right.
- Proceed to the row-seat number listed which is in Section 115, 116 or 117.
- Honors are listed and are read along with your name.
- Some students will also carry program identification cards.
- One student will carry the student speaker’s name card.
In the bottom right corner of your name card, you will see a number. This identifies where you should sit prior to the ceremony. You will be in either section 115, 116 or 117. The red seat on this graphic is in Section 116, row 13, seat 7. This will appear as 116-13-7 on the name card. Once you pick up your name card, please take a seat in the appropriate section.
Photography During the Ceremony

- **NO** one is allowed onto the main floor or in the aisles to take pictures.
- A professional photographer has been hired to take no-obligation photos of each graduate crossing the stage and a photo after receiving your diploma cover.
- Grad Images will send proofs to you directly and give you the opportunity to purchase photos.
- [http://www.gradimages.com](http://www.gradimages.com)

Hodges University has used Grad Images for many years. You will find that they are experts in their field as they photograph most of the college and high school ceremonies in the state. You will receive email notification that your proofs are available to view the day after the ceremony. We have provided your Hodges University email address for this notification along with your mailing address on the back side of your name card. Correct any inaccurate information.
Information will be published on the Hodges website with the requirements needed to view the live ceremony. This information will be unavailable until the week before the ceremony. It is suggested that you run the Wimba Wizard before the ceremony. If you have any issues with the setup, please call the IT Help Desk at 877-859-2664.
Harmon’s video will be recording the ceremony. HU will be selling copies of the ceremony for $10. The DVDs usually don’t arrive until mid-July. If you planned to pick-up the DVD, someone from the Registrar’s Office will contact you when it arrives.
Graduates are placed in the order that they will walk across the stage. This order coincides with the way the degrees are listed in the commencement program, alphabetically and by degree. Ms. Morrison will start calling you down to the floor area at 3:30. We will form as many rows as possible behind the stage. When the procession begins, students will continue to move to the floor area as quickly as possible. Please contact Ms. Morrison if you are unable to climb stairs.
Students will file out of sections 115, 116 and 117 and line up in multiple rows behind the stage. We enter the main floor along the north side of the arena according to the procession line up on the previous slide.

Proceed all the way to the back of the seats, turn right, and turn right again into the center aisle. Move all the way to the front and Dr. Brooks or I will direct you to your seat.

We will fill in the north side of the seats first which is labeled Section A, starting with master’s candidates. After Section A is filled, then Section B will be filled.
The procession is a big game of follow the leader. Students will follow faculty and fill in section A prior to filling in section B. Remain standing until everyone is in place including those sitting on the stage. Commencement Programs will be placed on each seat in advance.

Where to Sit

- Master’s candidates will follow the faculty.
- The undergraduate candidates will be directed into their seats by in Dr. Brooks Section A and Ms. Morrison in the Section B.
- Remain standing until the stage guests are at their seats.
- Programs will be placed on each seat.
After the student and guest speaker are finished, Dr. Brock will ask all candidates for the Master’s degree to please rise. Ms. Morrison will send one row at a time to the right side of the stage. Dr. Brooks will send one graduate at a time up the ramp to Dr. Bowman. Hand Dr. Bowman your name card. After Dr. Bowman reads your name, proceed across the stage.

After the student and guest speaker are finished, Dr. Brock will ask all candidates for the masters degree to please stand. Masters degrees will be conferred by the President. You will then be sent to the stage area by Ms. Morrison. Dr. Brooks will send you one at a time to see Dr. Bowman. **You will hand Dr. Bowman your name card face up so he can read your name.** Proceed across the stage.
Graduates sitting in Section A will follow these directions to enter the stage area. You will move along the north side of the arena toward the entrance ramp. Dr. Brooks will be located at #2 and Dr. Bowman will be located at #3. The President will be in the center of the stage.
Ceremony, con’t

- Shake President McMahan’s hand with your right hand, take the diploma cover with your left hand and stop to smile for the photographer.
- The Grand Marshal will turn your tassel.
- Shake hands with stage dignitaries.
- Bob Knight photo is on the floor next to the stage.
- Faculty will be on the floor to congratulate you.
- Return to your seat.

The President will give you a diploma cover which you should take in your left hand. Shake hands with you right hand. This will be one of the photos taken so remember to smile. The Grand Marshal will turn your tassel and shake hands with others on stage. Another photo will be taken when leaving the stage. Faculty will be on the floor to congratulate you.
Dr. Hodge will assist you down the stairs so you can visit the photographer who will be at #5 and faculty will be located at #6. Return to your seats down the center aisle. Please sit down when you return to your seat.
Bachelor and associate students will then follow the exact same procedures. Ms. Morrison will assist you moving to the stage, Dr. Brooks will send you up the ramp and Dr. Hodge will help you down the stairs.
Graduates sitting in Section B will follow these directions to enter the stage area. You will move to the south side of the arena and walk behind both sections of graduates toward the ramp. Dr. Brooks will be at #2 and send you to the stage.
Return to your seats down the center aisle after you have had your picture taken and have been congratulated by the faculty. Please remember to sit down when you return to your seat.
Recessional

- Ms. Morrison and Dr. Brooks will tell the row leader when to leave.
- Exit down the center aisle.
- Order of recessional:
  - Grand Marshal
  - Stage Guests
  - Faculty
  - Graduates, one row at a time

Graduates will be led down the center aisle by Ms. Morrison and Marcia Brooks following the Grand Marshal, stage guests, and faculty. Guests are asked to stay in their seats until all graduates have left the main floor.
When leaving the main floor, you may return to the back of the stage or leave between sections 113 & 114 on your left or between sections 118 & 119 to your right to meet your family and guests.
The Hodges University Alumni Association exists to help you reach the dreams and goals you have set. Please register and discover the benefits available. Your Hodges email account will remain active as long as you use it.
Please do not stop when you reach the lobby area. Plan a meeting location with your family in advance. It is suggested that Master’s graduates meet family and friends outside of sections 120 to 102, bachelor’s graduates meet outside of sections 103 to 108 and associate graduates meet outside of sections 109 to 112.

The staff and faculty of Hodges University congratulate every graduate on this momentous occasion. We wish you a safe and happy celebration.