

Lincoln University

Graduation Exercises

91st Anniversary

Saturday, May 29, 2010
Fontaine Auditorium
Samuel Merritt University
400 Hawthorne Avenue
Oakland, CA 94609
Telephone: 510-869-6161

COMMENCEMENT INSTRUCTIONS

To Graduates: Please see the enclosed driving directions to the Samuel Merritt University (Oakland Campus), campus map, campus parking map and parking rates. Please give yourself enough time to find and pay for parking so that you can arrive to the robing area on time. Please follow the posted signs and arrows in the foyer of the auditorium to get to the robing area.

I. ROBING (11:00 a.m.)

1. Robing will begin at 11:00 a.m. Please note only Graduates are allowed in the robing area.
2. When you enter the room, please sign your name in the sign-in sheet and proceed by selecting gown, hood, of appropriate color for your degree, cap and tassel.
3. An usher will assist you during the robing process.
4. After robing, the candidates are free to take photographs with family and friends until we call for group photographs.

II. GROUP PHOTOGRAPHS (12:00 - 12:30 p.m.)

1. Outside in front of Samuel Merritt University.

PLEASE DO NOT BE LATE FOR THIS. IT WILL NOT BE REPEATED.

See the order in which the photographs will be taken:

1 st - MBA	Graduates	(hood color drab)
2 nd - BA	Graduates	(hood color white)
3 rd - AS	Graduates	(hood color yellow)
4 th - Cert.	Recipients	(hood color yellow)

2. After the photo-taking, please go straight to the foyer of the auditorium and be prepared for the lineup.
3. Please pay close attention to all announcements.

III. PRE-PROCESSIONAL ORGANIZATION (12:30 - 1:00 p.m.)

THIS IS VERY IMPORTANT, SO PLEASE DON'T BE LATE !!!!

1. The lineup of all graduates will be in the following degree order:

1 st - MBA	Graduates
2 nd - BA	Graduates
3 rd - AS	Graduates
4 th - Cert.	Recipients
2. The candidates in each degree (or certificate) group will be called in ALPHABETICAL ORDER for the lineup.
3. Ushers will call your name and assist you with the lineup process.
4. Tassels should be hanging in FRONT on the RIGHT side of caps.

IV. PROCESSION BEGINS (1:00 p.m.)

1. The Procession will begin promptly and will proceed in the following order.
 - A. Flag Bearers**
 - B. University Officers**
 - C. Faculty**
 - D. Graduates**
2. All will march down the right aisle of the auditorium, and everyone but the Graduates will take seats on the stage.
3. The Graduates will file into the center rows of the auditorium.
4. Upon entering the row, DO NOT SIT DOWN, remain standing until the conclusion of the procession, and then be seated.
5. It is not necessary for the candidates to remove their caps during the procession and the entire ceremony procedure.

V. CONFERRING OF DEGREES

1. When the Master of Ceremonies indicates that degrees will be conferred, the candidates in the 1st row for THAT DEGREE will stand up at the same time and an usher to the left of the stage will signal the Graduates to come forward to the designated area (Please see the enclosed flow chart).
2. As each candidate is called, he/she will step out from the row, receive the diploma and return to the same seat in the same row.
3. The candidates in the 2nd row need to pay close attention to when an usher signals them to stand up and come forward to the designated area.
4. The 2nd row candidates have to be in the designated area prior to the last graduate in the 1st row receiving the diploma.
5. This process will be repeated until all Graduates have received diplomas.

VI. RECESSIONAL

1. The Honored Guests, University Officers and Faculty will lead the Recessional.
2. They will proceed from the stage and walk up the left aisle of the auditorium.
3. At this time all Graduates will be standing. As the last Faculty member passes the 1st row of candidates, Graduates in the 1st row will then file out, forming a line just as they entered the Processional. Each row follows accordingly.

VII. INSTRUCTIONS FOR GUESTS

1. Restrooms and telephones are located in designated areas.
2. Guests with red tickets can begin entering the auditorium at 12:30 pm.
3. Guests with invitations and red tickets are not allowed to sit in the center rows of the auditorium; those seats are reserved for Graduates. The side sections are open to the public, except for the first two seats on each side of the auditorium (marked X) which are reserved for photographers and special guests.
4. Ushers will assist guests with seating. Please follow their instructions and cooperate.

VIII. BEFORE LEAVING THE HALL

1. **RETURN ALL CAPS, ROBES, AND HOODS. (NO EXCEPTIONS!)**
2. Make sure you do not leave any personal belongings behind.

Congratulations!!!

THE RECEPTION WILL FOLLOW RIGHT AFTER THE COMMENCEMENT EXERCISES