Howard University
Washington, DC
Saturday, May 10, 2014

Prospective Graduate Instructions
for the Conferring of Degrees

146th Commencement Convocation

of

Howard University

The Commencement Convocation is scheduled to begin at 10 a.m. All prospective graduates are asked to be present at the South Side of the Greene Memorial Stadium athletic field by 7:30 a.m. in their academic costumes.

Campus parking will be extremely limited, please make all necessary transportation arrangements to arrive at Greene Memorial Stadium on time. Use public transportation where possible; shuttle bus service from the Shaw-Howard University Metrorail station will be provided. Obey all parking restrictions; illegally parked cars will be subject to ticketing and/or towing.

Prospective graduates are also encouraged to have their family and guests arrive early for seating as well. All guests should be seated no later than 8:45 a.m. prior to the start of the Processional. The Processional will begin promptly at 8:45 a.m. The Commencement Program will begin at 10:00 a.m.

All prospective graduates are allotted four (4) tickers for Reserved Seating for their guests. Each person must have a ticket to enter the Reserved Seating section. Seating is extremely limited within the Convocation Arena. There will be multiple remote simulcast viewing sites across the campus, they include: School of Business Auditorium, Cramton Auditorium, Ira Aldridge Theater, Andrew Rankin Chapel, Douglas Hall, Blackburn University Center, School of Social Work auditorium and Burr Gymnasium (Lower Level-Weather Permitting). Please have your additional family members and guests plan accordingly. These sites will also serve as Inclement Weather Plan remote viewing sites as well, on a space available, first-come, first serve basis.
All prospective graduates are strongly urged to review the Inclement Weather Plan for the Commencement Convocation as well as share it with their invited guests before they arrive on campus.

Please turn off all pagers, cell phones, iPods, iPads, tablets, walkmans, video games, entertainment consoles, and PDA devices prior to entering the Convocation Arena; please refrain from using cell phones and texting during the Commencement program. Ringing cell phones or alert signals are a distraction; even one ringing cell phone can be disruptive to the program. Your cooperation is greatly appreciated.

Arrange to have a pre-designated site and time to meet your family members and guests at the conclusion of the Commencement Convocation program. It will facilitate finding your guests more quickly.

Large bags, packages and other oversized articles cannot be brought into the Convocation Arena. Bottles, alcoholic beverages of any kind are prohibited and will not be permitted inside the Convocation Arena. Please refrain from bringing valuables the day of the event.

In the event of Inclement Weather, indoor seating will be extremely limited; please inform your guests to proceed directly to the available campus remote simulcast viewing sites. The Commencement Convocation will be broadcast live on WHUR-FM 96.3 and WHUT-TV Channel 32 and will also be available via webcast on the World Wide Web.

Due to the anticipated large attendance, not all guests may be accommodated in designated campus facilities. Seating will be on a space available basis until campus facilities reach their allowable capacity.

Late arriving prospective graduates will not be allowed to “cut” or break into the Academic Processional once it has begun. They will be seated after the Academic Processional is completed on a space available basis; and it may not be possible for late arriving prospective graduates to be seated with their respective school or college. We strongly encourage all prospective graduates to arrive early.

Prospective graduates are asked to observe all instructions given by the University, Faculty, Staff and Student Marshals. Additional instruction and assistance will also be provided by ushers, event staff and volunteer personnel. It is very important that decorum be maintained in the Greene Memorial Stadium during the Academic Processional assembly at all times.

In the unlikely event of an emergency, follow the direction of HU Police Department, Event Staff, volunteers, ushers, and marshals. Always remember to “walk,” not run, to the nearest designated exit whether in the Convocation Arena or en route to or from an inclement weather site.

**Academic Processional Assembly**

No family members or visitors will be permitted into the Greene Memorial Stadium or Burr Gymnasium (Upper Level) – during the staging and assembling of the prospective graduates.
All prospective graduates are asked to locate the banner/sign for their respective school/college and line up as directed by the marshals in columns of two behind the respective banner/sign.

Prospective graduates should not wear their hoods; they should be draped over the left arm for the Processional. The tassel for their hat should be worn on the right side for the Processional.

Participants will be moved into staging position to begin the Academic Processional into the Convocation Arena at **8:20 a.m.** There will be one route of exit via the East Gate of Greene Memorial Stadium. All participants must follow the direction of marshals who will coordinate the movement of prospective graduates. The Academic Processional line will exit four abreast.

All participants must maintain their position in line as the Academic Processional advances to the start point. Once all prospective graduates are in position, on the red carpet, at the rear entrance of the Convocation Arena, the Commencement Convocation Academic Processional will begin at **8:45 a.m.** It will be led by the University Marshal. All Colleges/Schools will be led by their respective Faculty and Student Marshals.

The Academic Processional will consist of four columns; prospective graduates will enter into the Convocation Arena four abreast, two by two. Each College/School will fill two rows of seats simultaneously. If any rows are not filled, the next College/School will fill in the next available seats, continuing the process, until all prospective graduates are in place. Participants shall remain standing until all members of the Academic Processional have entered the Convocation Arena.

**Conferring of Degrees**

Each College/School will have its name called in course. Degree candidates should stand and remain standing at that time. All degree candidates are to make a 90-degree turn towards the center aisle. Each person should pass his/her hood to the person behind them. The latter will place the hood on the person in front of them. This is to be done after, and only after, the President has conferred the degrees for a given College/School. The graduates are to turn back towards the platform and remain standing until after a signal is given by your faculty marshal to be seated.

**Recessional**

All graduates will be asked to stand for the Recessional. The graduates will exit the Convocation Arena in the four column arrangement as well, following the Color Guard, the platform party, Graduate School Ph.D.’s, the Faculty, and all remaining Colleges/Schools to follow.

All last minute instructions, if needed, will be given by the University Marshals on the athletic field at Greene Memorial Stadium.

**Remember: arrive early, enjoy your day and CONGRATULATIONS!**
Commencement Convocation Inclement Weather Updates

Commencement Hotline (202) 806-2166 Local
1 (877) 482-6699 Toll Free

Or tune to WHUR-FM 96.3 or WHUT-TV Channel 32 or the Web
- www.howard.edu/commencement2014