



**MEDAILLE COLLEGE COMMENCEMENT
FRIDAY, MAY 18, 2018
KLEINHANS MUSIC HALL**

**PRELIMINARY AGENDA: UNDERGRADUATE CEREMONY
7:00 p.m.**

Below is a detailed preliminary agenda of the Undergraduate Commencement Ceremony to be held on Friday, May 18, 2018 at 7:00 p.m. This agenda will be updated and redistributed on May 18th prior to the start of the Commencement Ceremony. **PLEASE NOTE: It is expected that the ceremony will last for 1 ½ hours; therefore, so that there will be little disruption, it is requested that all students and guests remain for the entire ceremony.**

UNDERGRADUATE COMMENCEMENT CEREMONY

6:00 p.m.

Students arrive at Kleinhans and proceed to the Mary Seaton Room.

PLEASE NOTE; Per Kleinhans Management, no guests will be allowed into the main auditorium until one hour prior to the start of the ceremony.

All personal belongings are to be left with family/friends. Obtain your degree card from your group assistant and line up with the appropriate degree group as indicated below. Graduates are to put on their gown, cap, and hood.

<u>GROUP</u>	<u>DEGREE</u>	<u>MAJOR</u>
I	A.S. A.A.S.	BUS, GST, LS, VET VET
II	B.S.Ed.	ADOL, ECB-6
III	B.A./B.S.	BIO, ENG, GST, LS, PSY
IV	B.S.	COM, CRJ, HLS, VET
V	B.S.	ACC, BA, BA-MIS, MATH, SPM
VI	B.B.A. B.P.S.	BUS, IS HIM

6:45 p.m.

- Announcement for audience to take their seats.
- Students line up in the Mary Seaton Room according to the six degree groups, into three lines.
- General announcements are made to degree candidates.
- Students will follow group leaders in a single file into auditorium; the Mace Bearer will lead the middle line of the procession into the auditorium.
- All remain standing at their seats until completion of Invocation.
- Faculty and Administrators will follow the middle group of students entering the auditorium and proceed to stairway on **right** hand side of stage.
- Platform party will follow faculty and proceed to stairway on **right** hand side of stage.

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7:00 p.m.

- Procession begins promptly with Mace Bearer leading the middle group of students.
- **PLEASE FILL IN ALL SEATS.**
- After procession is completed, the Mace Bearer announces the opening of the ceremony.
- National Anthems are played (Canadian then American) by Buffalo Brass Quintet.
- Invocation is delivered.
- Mace Bearer introduces President Macur.
- Honorary Degree to be presented.
- President Macur introduces guest speaker.
- Speaker delivers speech.
- President Macur introduces Vice President for Academic Affairs to announce academic awards.
- President Macur introduces Vice President for Student Development to present collegiate award.
- Vice President for Academic Affairs presents each degree group to President Macur.
- President Macur confers degree.
- Group leader cues students to proceed to stairs.
- Students come forward to receive degrees, as Vice President for Academic Affairs calls their name.
- President Macur offers congratulations and gives closing remarks.
- Benediction.
- Mace Bearer announces closing of ceremony.
- President Macur follows Mace Bearer out of auditorium using **center aisle**.
- Platform party follows President Macur, faculty follow platform party, group leaders follow faculty as soon as faculty have left the stage, students follow group leaders using three aisles.

PLEASE NOTE: All main entrances to Kleinhans Music Hall are handicapped accessible. Please see volunteers for assistance in seating for guests.

A Coffee/Cookie Reception will be held in the Mary Seaton Room at Kleinhans following the Commencement Ceremony.