



MEMORANDUM

DATE: October 12, 2009
TO: Graduates participating in the Fall 2009 Commencement
SUBJECT: COMMENCEMENT INSTRUCTIONS

CONGRATULATIONS!!! Your hard work and diligence has paid off. We are most proud of you. Please follow these simple instructions and we will have an orderly and efficient Commencement and will be able to honor you properly.

1. Gather inside the Old Gym, north of the Icardo Center **no later than 12:00 pm on Monday, November 30**, to prepare for the Processional. The Processional will begin at 12:50 pm, and the ceremony at 1:00 pm. Bring (or wear) all of your regalia (gown, cap, tassel, hood if you are a Master's student).
2. Pick up your name card at the appropriate table.
3. You will be lined up by school and program. A volunteer will carry your program sign in the Processional. Please follow the person with your sign in the Processional and into the Icardo Center. When your program is called, the volunteer carrying the sign will lead the graduates to the platform at the direction of the ushers. Sign carriers will give the signs to the usher as they enter the top level of the stage. Please stay in order by program until the entire ceremony and Recessional are complete.
4. Once you are on stage, walk to the Reader and give him your name card. Once your name is read, walk to President Mitchell who will give you your certificate of graduation and shake your hand. You will be photographed at that time.
5. Once you have shaken the President's hand, walk towards the end of the stage; another photograph will be taken at the bottom of the ramp. Please leave the stage promptly and return to your seat. Use the South ramp to leave the stage and return to the seating area.
6. Once all the graduates have been recognized, you will be asked to rise and President Mitchell will confer your degree on you.
7. We will then begin the Recessional. Please wait for the Platform Party and faculty, and then follow them out of the Icardo Center.

NOTE: Parking for disabled and special needs guests will be at the most northern section of Lots I and E. See campus map at www.csub.edu/commencement/map.shtml *If you or your guests require special accommodations, please contact the office of Services for Students with Disabilities at (661) 654-3360.*

NO BALLOONS OR STROLLERS ARE ALLOWED IN THE ICARDO CENTER; however, there will be an area to leave them until after the ceremony.