



**Xavier University of Louisiana**  
Office of Student Services  
1 Drexel Drive  
New Orleans, LA 70125  
Main: 504-520-7357 Fax: 504-520-7929

TO: All Prospective Graduates of the Class of 2009

FROM: Joseph K. Byrd, Vice President  
Student Services

RE: **GRADUATION PROCEDURES**

DATE: March 9, 2009

The following information is for the purpose of familiarizing you with the procedures and protocol for Commencement activities, including: Baccalaureate Mass, Honors and Awards and the Commencement ceremony. You are requested to bring these instructions to the information session for reference as needed.

#### ***COMMENCEMENT ANNOUNCEMENTS***

Commencement Announcements will be available for distribution in Student Services, University Center – Rm. 305B beginning Monday, March 16, 2009. Summer 2008 and December 2008 graduate's announcements will be mailed. Your graduation fee includes ten announcements; you may purchase an additional twenty announcements at a cost of \$1.00 each.

#### ***INFORMATION SESSION/ROLL CALL***

##### **MONDAY, MAY 4, 2009**

9:00 a.m. - UNIVERSITY GYMNASIUM

Assemble in the gymnasium bleachers. Degree candidates will be called out in alphabetical order by degree. Upon completion of roll call by degree [i.e., Bachelor of Arts, etc.] candidates should exit the gymnasium. However, students should be informed that on **Friday, May 1, 2009 at 2:00 p.m.** the Registrar's office will be sending **confirmation e-mails** to all students who are eligible to participate in the Commencement ceremony. These e-mails will also contain information about the Honors designations for which the student may be eligible. Students who have questions or concerns after viewing the e-mail should make immediate contact with the Registrar's office. Students who expect but do not receive an e-mail notification should also make immediate contact with the Registrar's office,

**NOTE: Students who have not met all university obligations: (payment of tuition and fee balance, financial aid exit interviews, library fines and other assessments that may apply) must satisfy all requirements prior to or immediately following roll call in order to receive your diploma at commencement ceremony.**

**ORDER OF PROCESSION** (Same for all exercises)

- A. **Processional**
  - 1. Graduates
  - 2. Faculty
  - 3. Jubilarians
  - 4. Platform Guests
  
- B. **Recessional** [reverse of the above]

**BACCALAUREATE MASS / HONORS CONVOCATION**

**FRIDAY, MAY 8, 2009**

7:00 p.m. – UNIVERSITY GYMNASIUM

**Note: Senior Honors and Awards will immediately follow Baccalaureate Mass**

Assemble on the Gymnasium Parking Lot at **6:30 p.m.** (Procession begins at **6:45**). In the event of inclement weather, please assemble and go directly to the gymnasium.

- A. **Attire**

Caps and gowns are worn (female with collars). **HOODS NOT NEEDED.**  
Wear caps with tassels on right front side.  
*Women* - Dark business dress and black or navy shoes; *Men* - white shirt and dark tie, black or navy pants. Black or blue shoes. **The above attire is proper and strongly recommended.**
  
- B. **Procedures**
  - 1. March in pairs down center aisle.
  - 2. Partners separate and occupy seats on both sides, beginning with the second row. [Leave first rows vacant].
  - 3. Remain standing at the close of the Benediction for Recessional. *Males should remove caps during the Consecration of the Mass and during all prayers*

**COMMENCEMENT**

**SATURDAY, MAY 9, 2009**

10:00 a.m. - New Orleans Keifer Lakefront Arena

During the commencement, Arena Security and Campus Police will attempt to prevent loud disruptive noises [i.e., bull horns, etc.]. The Arena will confiscate these items, which will be held at the Main Office for those wishing to pick them up after the ceremony. **Alcoholic beverages are not allowed at the arena during Commencement. Persons who are intoxicated will be asked to leave the arena. Balloons are not allowed inside the Arena.**

- A. **Attire**

### *Caps and gowns*

**Wear caps with tassels on right front side. Carry hood on left arm.**

Recommendation: *Women* - Same as previously mentioned; *Men* - Same as previously mentioned.

#### **B. Line-Up**

Graduates line up alphabetically according to degree. *It is at this time that students receive name cards. These cards have the student's name on them and must be handed to the reader during commencement exercises. As part of the line up you can add phonetic pronunciation marks to your card. NOTE: Names cannot be changed. Please check Banner Web now for correct name listing.*

#### **C. Order of Procession**

Alphabetically within each of the following groups:

#### **JUBILARIANS**

##### **Bachelor of Arts**

Those graduates with majors in ENGL, LANG, HIST, MSCM, PHIL, PSCI, SOCI, and the following educational areas: ENGL, ELEM, EARLY CHILDHOOD, SPECIAL ED AND SOCIAL STUDIES.

##### **Bachelor of Music**

All areas of specialization in Music Education.

##### **Bachelor of Science**

Those graduates with majors in ACCT, BSAD, ECON, MRKT, BIOL, CHEM, CPSC, CSI, MATH, MDTC, PHYS, PSYC, ENGR and the following education areas: HPED, RECR, MATH, SCIENCE AND SPEECH PATHOLOGY.

##### **Master of Arts**

##### **Master of Arts in Teaching**

##### **Master of Theology**

##### **Pharmacy Doctorate**

#### **D. Procedure for awarding of degrees.**

1. A presenter (Dean) on the platform will present the candidates for various degrees.

For example: The Dean of Arts and Sciences will say: "Will the candidates for the Bachelor of Arts degree please rise." You **must stand** at this point, remaining in your places.

2. Dr. Francis will confer the degree by saying: "By virtue of the authority delegated to me by the Board of Trustees of Xavier University of Louisiana, I hereby confer upon the candidates who have been presented for the

degree of Bachelor of Arts, in the College of Arts and Sciences, with the honor, and all of the rights, privileges and obligations pertaining thereto, Congratulations."

When the President finishes his statement, remain in your places and **put on your hood**; hook and straighten the hood of the person in front of you, the person behind you should straighten yours.

Pharmacy students will proceed by row to the main aisle and are hooded by the Pharmacy Faculty.

3. An advisor will signal for you to move, to the left, from your row and proceed to the left of the platform. It is essential that you arrive at the platform in single file and in alphabetical order.
4. As you ascend the steps on the left, give your card, with your name on it, to the reader. Names are read from these cards. **BE SURE TO HAVE YOUR CARD.** Walk onto the platform **AFTER** your name is called.
5. As you approach the President, prepare to accept your degree with your left hand, so that you can shake hands with your right. Exit the platform by descending the designated steps. As you descend the steps, move your tassel from the right to the left side. Pick up your diploma at the bottom of the steps.
6. Return to your seats by entering from the right of the row and moving along to where you were previously seated. Please remain standing until everyone in your degree area has received his/her diploma and are back at his/her seat. Then everyone will sit at the same time.

E. **Photographers**

Please instruct your parents and friends who are to photograph you to please observe the following: **Only official University Photographers are permitted in the area immediately in front of the stage and on the first level. Those persons accompanying the disabled seated on the first level must go to the upper level to take photos.**

F. **Recessional** [reverse of Processional]

Order of processional and instructions: FOLLOW THE INSTRUCTIONS OF THE DESIGNATED PERSON GIVING DIRECTIONS.

Move quickly through designated aisles through main entry doors to outside the ARENA. **DO NOT STOP TO TALK OR INTERRUPT THE RECESSIONAL UNTIL YOU HAVE COMPLETELY CLEARED MAIN ARENA.**