



# 2018 Commencement Guidebook

A complete guide for graduates and their families

## Information for Undergraduate Students

### General Commencement Information

### Commencement Program

### Special Accommodations Requests

### Live Stream

#### DOCTORATE STUDENTS

### Schedule of Events

### Ceremony Information

### Seating Chart

#### MASTER & UNDERGRADUATE STUDENTS

### Schedule of Events

### Ceremony Information

### Seating Chart

#### ALL STUDENTS

### Other Important Information for Graduates

### Local Hotels and Driving Directions

### Commencement Parking Map

### About RMU/Campus Contacts

### Download Commencement Guidebook

[CURRENT STUDENTS](#) > [COMMENCEMENT GUIDE](#) > [CEREMONY INFORMATION](#)

## Commencement Ceremony Information

*There will be no rehearsal for the commencement ceremony. Please read the following instructions carefully to fully understand the day's agenda.*

### Graduation Candidates

#### General Standards Regarding Academic Regalia

- The cap is worn straight, the shallower part in front.
- Degree candidates should wear their tassels over the right side of the cap, above the right eye. Tassels will be moved to the left side after candidates receive the graduation charge from the president.
- Men should remove caps during the national anthem.

#### Academic Apparel

If you ordered your cap and gown prior to the deadline, you should receive your apparel before commencement day.

To be comfortable, we suggest that you do not wear a jacket underneath your gown. Women are advised to leave purses with guests or at home.

Your academic apparel (cap, gown, tassel, and hood) is yours to keep after the ceremony.

#### Diploma Distribution

Approximately 6-8 weeks after the ceremony, all May 2018 degree recipients will receive their diplomas via U.S. mail.

### Guests

All guests should go directory to the David L. Lawrence Convention Center Area A. Do not accompany your graduate to the assembly area before or after the ceremony. **Guests may not approach the stage to take photos or video while there ceremony is in progress.**

#### *For families with young children:*

Young children may become restless during the ceremony. You may exit the ceremony in Hall A to the lobby area.

#### Robing & Assembly

All graduating students must report to the Hall B between 2:00pm and 3:00 p.m. on Sunday, May 6 for robing and assembly. Name cards and honors medallions can be picked up before entering Hall B.

#### Name Cards

Master's and Bachelor's degree candidates must pick up their name cards before entering Hall B. Your card designates your particular school of study and honors earned (Bachelor only). Be sure to line up in the area designated by your card. Volunteers will be there to assist you.

Your card will be handed to the announcer so your name may be pronounced accurately over the public address system. Please keep the card easily accessible for that purpose.

A faculty marshal will be present in each area to assist the candidates and lead them in the procession to their seating area.

### Faculty

Faculty should assemble in the Hall B.



**ROBERT MORRIS UNIVERSITY**

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