COLLEGE OF SOUTHERN IDAHO
MAY 14, 2010 – 7:00PM

Instructions for Graduates

I. GRADUATION ATTIRE

A. CAP AND GOWN: Remove gown from bag as soon as received and place on a hanger to smooth packing folds.

B. SUGGESTED ATTIRE: Women’s Suggested Attire: Wear street-length dress or skirt and comfortable shoes. No corsages please.

Men’s Suggested Attire: Wear dark trousers, pastel or white shirt, dark shoes and socks.

NOTE: BRING YOUR NAME CARD FOR PRESENTATION ON STAGE
(You will receive your name card when you pick up your cap and gown from the bookstore. Please fill out the back of the card completely.)

II. GRADUATES ARRIVE: 6:00pm Fine Arts Building – Large Auditorium

COMMENCEMENT BEGINS: 7:00pm Gymnasium

III. COMMENCEMENT SEATING:

There is no reserved seating in the gymnasium.
If family members have special physical needs, we will attempt to accommodate those needs.
Please call Student Disability Services at 732-6260 to make special arrangements.

IV. GRADUATION PHOTOGRAPHS

Gammell Photography will be taking individual pictures during the graduation ceremony. There are several different photograph packages to choose from. Pricing for packages will be available on the Gammell Website. You can check your proofs and order pictures at www.gammell.com. Please inform family or friends who are planning to take photographs during graduation to avoid blocking the view of the official photographer.
V. GENERAL INFORMATION

A. GRADUATION DVD:
Graduates who wish to purchase a DVD of graduation need to place their order and pay online at www.csi.edu/graduation/DVD. Orders will be taken from April 1 through June 1, 2010. DVD cost is $15.00. The DVD will be mailed to you.

B. DIPLOMA:
You will receive a diploma cover on stage. The diploma insert will be mailed to you when your degree is completed. **Allow at least 3 months** to receive your diploma. You will be notified by mail if you are short credits or courses toward graduation. Your diploma/transcript will **NOT** be mailed if you have any type of hold on your student records.

C. HONOR CORD:
A student that has a cumulative grade point average of 3.50 or better (not counting Spring 2010) is eligible to wear a gold honor cord. You may purchase the gold honor cord in the CSI Bookstore for $10.00.

D. SCHOOL RING:
If you wish to order a school ring, call Leslie at (208)736-4488.

VI. PROCESSIONAL

A. PROCESSIONAL ORDER
1. Administration
2. Faculty

B. FORMING PROCESSIONAL LINES
1. Have name cards ready.
2. Graduates form two lines leaving the Fine Arts Building.
3. PTK members will be first in the right line.
4. Students using special services (interpreters, wheelchairs, crutches) will be first in the left line. Please make arrangements with Carol Carlile in the Records Office at 732-6237 before May 8th.
5. Graduating choir members will march behind special-services students.

C. MARCHING INSTRUCTIONS
1. Designated ushers will lead the processional.
2. Allow an arms length between you and the person in front of you.
3. Marching order---Administration, Faculty, Graduates
   a. Graduates march in two rows; as you enter the gymnasium by the downstairs ramp - be sure you are marching in pairs.
   b. Graduates march down the center aisle.
   c. The front rows are filled first, graduates in the left line fill the rows to the left, graduates in the right line fill the rows to the right.
   d. **Remain standing** for the invocation (men remove caps).
   e. Be seated after the invocation.
VII. PRESENTATION OF CANDIDATES

All candidates for degrees in Associate of Arts, Associate of Science, Associate of Engineering, Applied Science, and Certificates will be asked to stand. Following the presentation of candidates, all students will sit down. The ushers will then ask the first row on the right to rise and approach the stage.

VIII. CONFERRING OF DEGREES

A. Procedure for Graduates seated to the RIGHT of the center aisle.
   1. Ushers will have one row at a time rise, starting with the first row.
   2. The graduates in the first row will walk up the ramp to the right of the stage and will present their name cards to Graydon Stanley at the microphone.
   3. If your name is difficult to pronounce, please see Graydon Stanley, Dean of Students, by May 11th to go over the correct pronunciation. His office is in the Student Union Building #238.
   4. **DO NOT START ACROSS THE STAGE UNTIL YOUR NAME HAS BEEN READ.**
   5. After your name has been read, you will walk in FRONT of the podium to the center of the stage.
   6. Take diploma cover with left hand and shake hands with your right hand. (Official photographer will take a picture.)
   7. Go down the ramp on the left side of the stage (Official photographer will take another picture.) March in front of the stage over to the center aisle, returning to your seat.
   8. Be seated as soon as you get to your seat.

B. Procedure for Graduates seated to the LEFT of the center aisle.
   The procedure is the same as for graduates seated in the section to the right of the center aisle except that:
   1. You will march in front of the first row of chairs on the right and access the stage by way of the ramp on the right of the stage.
   2. You return to your original chair by entering the row from the outside aisle.
X. **Benediction**

A. Rise for benediction.
B. Men remove caps.
C. Remain standing for recessional

XI. **Recessional**

A. Honor March Order
   1. Honor March Faculty
   2. Graduates
   3. Faculty
   4. Administration
B. The Honor March Faculty will form a line across the front and down both sides of the center aisle.
C. First row of Graduates will follow usher to the center isle where they will merge into one line to march down the center aisle between the rows of Faculty.
D. Honor March Faculty will follow the Graduates out of the building and the Faculty remaining in the rows will follow out the Honor March Faculty.
E. Administration will follow out the last row of Faculty.

![Diagram of recessional process]

XII. **Reception**

The light food and drink reception will be held on both the upper and lower levels of the Student Union Building following the commencement ceremony. Graduates and their families are urged to attend.