Bachelors Commencement

Marching Instructions

• Gather in front of Towers Hall by **11:00am** on Sunday with cap and gown.

• Get your reader card from the information table on the Towers plaza. **Do not lose your card once you receive it.**

• Student will form two lines beginning at the corner of Main and Grove Streets.

• Students line up in this degree order:
  o Bachelor of Arts
  o Bachelor of Science
  o Bachelor of Science in Education
  o Bachelor of Science in Nursing
  o Bachelor of Music
  o Bachelor of Music Education
  o Bachelor of Fine Arts

• The two lines will be frozen at 11:30. **At this point, no one may join the line or switch places.**

• Please stand in your assigned place until the march to the Rike begins at **11:45am** promptly.

**INCLEMENT WEATHER:** The line of march will form at the Clements Center. There will be notices posted in Cowan, Towers Hall, and Campus Center of the location change.

**Processional March to the Rike Center**

• Once the march to the Rike begins, please keep your reader card with you.

• The graduates will follow the faculty in line on the march to the Rike Center.

• Once at the Rike, ushers will lead the graduates to their assigned seats.

**Conferring of the Degrees**

• When the time arrives, the Provost will ask the entire graduating class to stand (by saying “Will the candidates for the baccalaureate degree please rise?”).

• The President will then confer the degrees.
• The tassel is initially worn on the right side of the cap. Once your degree is conferred on stage, the tassel should be moved to the left side. Students often forget to do this…and it’s simply not a big deal, not really noticeable and not worth worrying about.

• Ushers will lead each row to the stage. Be sure to have your reader card with you. Hand your card to the reader’s assistant.

• Each graduate’s name will be read and then he or she will cross the stage. The President will shake your right hand and place your diploma case in your left hand.

• All movements should be unhurried since a professional photographer will take each graduate’s picture. A second photograph will be taken once you leave the stage.

• An usher will point the way back to each student’s seat.

• This process will be repeated for each degree row.

Recessional March from the Rike Center

• At the conclusion of the ceremony, ushers will lead the graduates through a double line of faculty at the back of the Rike Center.

• Be aware that it takes a long time for all of the graduates to exit the Rike floor. Your guests cannot leave their seats until all of the graduates have marched out. If you plan to meet your guests afterwards, keep in mind it will take a bit of time for them to get there.

Etiquette

• Please wear apparel that harmonizes with the dark color of the cap and gown.

• Shoes should be dark and should be appropriate for crossing the stage.

• It is long-standing Otterbein tradition that additions (such as a sign on the cap) and alterations not be made to the academic regalia.

• Men should remove their caps for the invocation, benediction and the Otterbein Love Song.

Your cooperation in helping us present a dignified ceremony to our guests is appreciated. :-) 

Latin Honors Changes After Recording of Spring Grades

The commencement program must go to print before Spring Semester grades are entered in Banner. Due to this time constraint, the published names of students receiving Latin honors and the specific honors levels (Cum Laude/Magna Cum Laude/Summa Cum Laude) will be based upon GPA’s achieved through January Term. Academic transcripts and diplomas will reflect the final Latin honor level achieved.
Please Inform Your Guests

- Bottled water is permitted in the Rike. No other beverages are permitted.
- If your party has any extra tickets on the day of the ceremony, it would be great if you could bring these and give them to the ushers at the door who can redistribute them.
- If anyone is concerned about sitting in bleachers for a long time, there is a large section at the back of the Rike that has folding chairs and large video screens.
- Special needs guests who are hearing impaired enter through the front doors of the Rike. Those who use wheel chairs, walkers, canes or oxygen enter at the west rear doors of the Rike (by the Clements Recreation Center).

Actual Diplomas

On Sunday, students will be presented a diploma case with a congratulatory certificate. Actual diplomas will be mailed two weeks following the commencement.