

## COMMENCEMENT INFORMATION FOR FALL 2024 GRADUATES

**COMMENCEMENT:** Sunday, December 15, 2024 at 3:00 p.m. at the Dothan Civic Center.

**REPORTING TIME:** All candidates for graduation must report to the Dothan Civic Center between **1:00 and 2:00 p.m.** Signs will direct graduates to the check-in area where each graduate will receive a card for use in the ceremony. **Do not lose this card.**

**PHOTOGRAPHY:** ~ Alishia Potter / The Potter's Hand Photography / 931-401-2488 / <https://www.thepottershandphotography.com>

**SPECIAL ACCOMMODATIONS:** If you, the graduate, or a family member require special accommodations for the Commencement Ceremony, please let us know as soon as possible, so we may make arrangements in advance of the day of the event. (Debbly Kirby – [dbkirby@troy.edu](mailto:dbkirby@troy.edu) or Margaret Asselin – [masselin177708@troy.edu](mailto:masselin177708@troy.edu))

### PROCEDURES FOR COMMENCEMENT

**PROCESSIONAL ORDER:** Marshals lead students into the arena. Graduate students are followed by undergrad students. Marshal 1 leads graduate students in order of college – CAS, SCOB, CCFA, COE, then CHS. Marshal 2 leads BS + AS in order of colleges – CAS, SCOB, CCFA, COE, CHS. Remain standing for The National Anthem + Invocation. (Men remove mortarboard.)

**CONFERRING THE DEGREES:** After the commencement address, Dr. Palmer will ask all degree candidates to stand. He will affirm to the Chancellor that all degree requirements have been met and recommend the conferring of the degrees. The Chancellor will then confer each degree. At this point, *en masse*, each graduate will move his/her tassel from the right side of the mortarboard to the left. After each degree is conferred, Dr. Palmer will ask the graduates to be seated.

**PRESENTATION OF DIPLOMA COVERS (UNDERGRADUATES):** After all degrees have been conferred *en masse*, grads follow the Marshal's instructions. The Marshals will start with the back row. They signal and ASGE degree grads stand + walk to the stairs in front of the stage. Marshals will signal each row when to stand and when to walk towards the stairs at the stage. ASGE degree will be followed by BS degree, then MS degree, may be an EdS degree. **Graduates be sure you have your card in your hand.**

When signaled, go up to the stage, students hand card to the Dean, wait until he/she announces name.\*

**Master's degree:** After presenting this card to your Dean, walk to center stage for hooding. Wait until hooding is complete.

**All Candidates:** \*Walk to Dr. Hawkins and extend right hand to shake and LEFT HAND ON TOP to receive diploma cover.

**Pause for photo.** Shake hands with dignitaries standing beside Dr. Hawkins. Exit down the steps stage left and return to seat.

**REMAIN STANDING until everyone in row has returned. Sit in unison.**

**RECESSIONAL ORDER:** Follow Marshals instructions.

**SUGGESTIONS FOR DRESSING:** Clothing or other ornamentation which distracts from the academic regalia **will not be permitted.** Men should wear **white shirts, dark ties, dark dress trousers, dark socks, and black dress shoes.** Women should wear **dark, street-length dresses, and black shoes.** If jewelry is worn, it should be small and unobtrusive; do not carry any objects such as purses. The flat part (top) of the mortarboard should be **level on top of the head** with the pointed end of the cap extending down onto the forehead. **Under no circumstances should the mortarboard be worn slanted on the back of the head. Women, do not bring purses or handbags as there will be nowhere to place them during the ceremony. Please remember to silence cell phones.**

**HONOR CORDS:** Remember that honor cords may be worn by members of on-campus honor organizations ONLY. Check with your advisor on how to obtain your honor cords.

**NOTE:** If you, a member of your family, or a guest need special accommodations, please contact the Troy University Dothan Campus, Office of Counseling Services, 983-6556, extension 21223.

**CAPS AND GOWNS:** Caps + gowns for undergrad students + caps, gowns and hoods for graduate students are in stock at the Troy Dothan Bookstore. **Students are responsible for getting their regalia and bringing it to the Commencement ceremony.** (Regalia will **not** be available to pick up, purchase, rent or borrow at the ceremony.) If there is a problem with your order or if you have questions about your regalia, please address it with the Bookstore *before* the day of Commencement. (Bookstore - [cawatson@bncollege.com](mailto:cawatson@bncollege.com) or 334.983-6556 (x 21300))

## **TASSEL/HOOD COLORS BY COLLEGE**

ARTS & SCIENCES – **WHITE**

SORRELL COLLEGE OF BUSINESS – **TAN**

COMMUNICATION & FINE ARTS (ENGLISH) – **RED**

EDUCATION/PSYCHOLOGY – **BLUE**

HEALTH SCIENCES – **APRICOT**

**DECORATIONS:** No added decorations of any kind will be allowed on graduation regalia. Those who **embellish** regalia will not be allowed to participate in the ceremony.

**DIPLOMAS:** Academically cleared graduates participating in the Commencement Ceremony will receive their diplomas around 9 weeks or so after commencement. During that time, please check your Troy email for status of your diploma. Students indebted to the University will not receive their diploma until cleared by Student Financial Services.

**HONORS:** Honors recorded in the Commencement Program reflect a graduate's honor status at time of printing. If honor status changes as a result of final grades, diplomas will be reprinted.

Honors questions will not be addressed at the Commencement Ceremony. Any questions regarding one's honor status should be resolved beforehand.

No Commencement Programs will be re-printed as a result of a change in honor status.

3.40 Cum Laude

3.60 Magna Cum Laude

3.80 Summa Cum Laude

**PARTICIPATION:** Only students who have met all degree requirements will be allowed to participate in the Commencement Ceremony.

**HELPFUL HINTS:** To look your best on the special day, pick up your cap and gown early. Try on your regalia to insure proper fit and length. Hanging the gown until ceremony time will reduce wrinkles.

If you bring personal items to the Civic Center, please leave them in your vehicle or with a friend or relative during the ceremony.

Questions: Please contact the Registrar's office.

Debby – [dbkirby@troy.edu](mailto:dbkirby@troy.edu) or 334.983.6556 (x21333)

Margaret - [masselin177708@troy.edu](mailto:masselin177708@troy.edu) or 334.983.6556 (x21432)

## **C O N G R A T U L A T I O N S !**

# Frequently Asked Questions

## Alma Mater

**Students stand when singing the Alma Mater.**

**Also, students raise their right arm as if raising their Trojan sword when singing “So raise our mighty Trojan sword.”**

### **TROY: A Beacon to the World**

#### **Troy University Alma Mater**

Upon the mighty walls of TROY,  
We meet our life-long friends.  
To grow in knowledge, truth, and strength,  
Our journey never ends.

With the promise of the future,  
And the guidance of the past.  
We pledge our solemn vow to thee,  
Loyal everlast.

So raise our mighty Trojan sword,\*\*

A beacon to the world!

Throughout the ages brightly shines,  
The guiding light of TROY.

Robert W. Smith (Class of '79 and Ralph Ford (Class of '86)

Students stand for the Alma Mater.

### **What if I am not able to come to campus to order my cap and gown?**

You may order your cap and gown online. See the link below:

<https://troy.shopoakhalli.com/purchasewizard/Welcome>

You will need the following information to complete the form.

Name:

Last 4 of Social Security #:

Height:

Weight:

Degree: *Bachelors or Masters/EDS*

Major:

Address:

Phone#:

### **What is the last date I may order my cap and gown?**

The last date to order a cap + gown **online** for Fall Commencement is Nov. 1, 2024.

### **What is the cost of a cap and gown?**

Bachelor's degree                      Around \$80.00 + tax

Master's/EDS degree                      Around \$130.00 + tax

**Will there be extra cap and gowns at the Commencement Ceremony?**

We will not have extra caps, gowns or hoods on the day of Commencement at the ceremony. Please make sure your cap and gown fit immediately after purchasing it.

**What is the right color tassel/hood for me?****TASSEL COLORS PER DIVISION**

ARTS & SCIENCES – White

BUSINESS – Tan

COMMUNICATION & FINE ARTS (English) – Red

EDUCATION/PSYCHOLOGY – Blue

HEALTH & HUMAN SERVICES – Apricot

Please make sure you have the correct color tassel for your program.

**Date, Time, etc. for the Spring Commencement Ceremony?**

Sunday, December 15, 2024 at 3:00 p.m. at the Dothan Civic Center

**What time do I need to be at the Civic Center? What time is it over?**

Arrive - 1:00 – 2:00 p.m. / Commencement is usually over by 5:00 p.m.

**Do I need tickets for my guests? How many people may I invite?**

You will not need tickets for commencement.

You may invite as many people as you like, there is no limit.

**Will there be a Professional Photographer at Commencement? Yes.**

Alishia Potter / The Potter's Hand Photography / 931-401-2488 /

<https://www.thepottershandphotography.com>

**Is the Commencement ceremony streamed live for those who may not be attending?**

**There will be a live stream of commencement on the Troy University Facebook page as well as [Troy.edu/live](https://www.troy.edu/live).**

Also, it will be taped and students may order a copy of the tape for a small fee from Troy University. For more info, contact Broadcast & Digital Network at Troy in Troy. 334.670.3268.