

Graduation Guidelines for Candidates

46th Commencement Ceremonies (6th Midyear Graduation)

Schedule of Graduation-Related Activities

Graduation Rehearsals: Jan. 18, 2016, Monday, 8:00 am, MSU-IIT Gymnasium

Checking of Attendance: 8:00 – 9:00 am

Baccalaureate Ceremonies: Jan. 21, 2016, Thursday, 7:00 am, MSU-IIT Gymnasium

Assembly Time/Venue: 6:00 am / Along Magkuno Street (fronting CSM, CBAA)

Processional: 6:30am; Checking of Attendance: 6:00 – 6:30 am

Commencement Ceremonies: January 21, 2016, Thursday, 9:00 am, MSU-IIT Gymnasium

Baccalaureate Ceremonies:

The ceremonies shall consist of the following:

1) Processional 2) Invocation 3) Baccalaureate Prayers and Message 4) Prayer Response 5) Presentation of Tokens and Love Offerings to the Spiritual Leaders, and 6) Recessional

Commencement Ceremonies:

The ceremonies shall consist of the following:

1) Processional 2) Entry of Colors 3) Invocation 4) *Pambansang Awit* 5) Welcome Address 6) Introduction of the Commencement Speaker 7) Commencement Address 8) Presentation of Plaque of Appreciation and Tokens 9) Presentation of Academic and Co-curricular Awards 10) Presentation of the Candidates for Graduation 11) Conferment of Titles and Degrees 12) Hooding of Post Baccalaureate Graduates and Distribution of Diploma 13) Graduation Song 14) Oath Taking of the Graduates 15) Pledge of Loyalty to the Alma Mater 16) *Himno ng Pamantasan*, 17) Exit of Colors, and 18) Recessional

Attendance:

All candidates are required to attend the rehearsals, Baccalaureate and Commencement Ceremonies. Have this guide sheet signed by your College Marshal. Show this at the Registrar's Office upon request of your documents after graduation. Ensure also that your attendance is checked before the Baccalaureate Ceremony.

If unable to attend the rehearsals, Baccalaureate or Commencement Ceremonies, an excuse letter must be submitted addressed to the Registrar and duly endorsed by the College Marshal.

Observe punctuality in all graduation-related activities.

Vehicle Parking:

Per Institute policy, only vehicles with stickers obtained from the Security Office can enter the campus.

Before the processional, vehicles of faculty members and System officials with stickers, including those given priority numbers by the Security Office, are allowed to be driven up to the vicinity of the gymnasium and to park in areas designated by the Security Office. Parking of faculty and staff vehicles are on a first-come-first-served basis and is subject to availability of space.

During the processional, vehicles of faculty members, staff and others with stickers are allowed to enter the campus but up to the Molave Street (fronting the Library) only. After entering the Entrance Gate (near the administration building), a right turn must be done at the Molave Street. Here is where one may alight from the vehicle. Another right turn must then be done at the 12th of July Street (fronting the Security Office) until the Exit Gate where the vehicles then leave the campus.

During the processional, only vehicles that ferry dignitaries who will participate in the ceremonies will be allowed to

Parents/guardians and guests are not allowed to enter the gymnasium ground floor or ask a favor from the ushers/usherettes to hand-over anything to the candidates, except on emergency situations.

Parents/guardians and guests are requested to wear semi-formal or business attires.

Parents/guardians and guests are allowed to take pictures only from their seats. Candidates, however, are not allowed to take pictures even on their seats during the entire ceremonies.

Only official photographers are allowed to take pictures on the ground floor during the ceremonies.

Silence must be maintained during the ceremonies. Cell phones and other electronic devices should be turned off or placed in silent/vibrate mode. Texting and calling are strictly discouraged, except on emergency situations.

Before and after the Baccalaureate Ceremony:

Candidates shall assemble outside the gymnasium by 6:00 am. Attendance will be checked by the Marshals from 6:00 to 6:30 am. A non-graduating student shall not be allowed to join the ceremonies. Any attempt to do so shall be dealt with in accordance with existing Institute rules and regulations.

Candidates shall arrange themselves by college/degree in two files based on the following order: Facing the gymnasium, right side: SGS COE CBAA CON SCS SET; left side: CSM grad CSM undergrad CASS CED SET. The Marshals for SET must ensure that SET candidates are seated in such a way that the rear chairs on the left and right clusters are balanced.

Processional starts promptly at 6:30am. Students from the 1st row march directly to their seats from the aisle. For all other students, they will march to their seats passing through the seats located at the extreme right or left row, depending on whether the candidates are on the right or left file, respectively.

Candidates should occupy the seats contiguously; no seat should be left vacant. They must stand facing the aisle while the faculty members and officials are doing the processional. They must remain in this position until the last dignitary passes by. Once the dignitaries are on stage, all candidates shall face the stage.

Everyone shall remain standing until the singing of the invocation; caps are not removed during the singing of the invocation.