This letter is to provide you with details regarding the Commencement Mass and the Ceremony. Both events are considered part of graduation and all graduates are encouraged to attend. Seating at Commencement is limited and admission is by ticket only. All guests require a ticket for admission regardless of age. If your guests require special accommodations, please contact our office. If you need additional information, please contact the Registrar’s Office at (504) 398-2235 or registrar@uhcno.edu.

Attire: Mass and Commencement are formal events. Your attire should be similar to what you would wear to church or a similar ceremonial event. Recreational attire, such as shorts, jeans, athletic shoes, or flip flops are prohibited. Dress shoes for men and women are appropriate. Ladies, please choose your shoes with comfort and mobility in mind. You will be walking, standing, crossing the stage, and climbing stairs. Choose your shoes accordingly.

**Modifications and/or decorations to either the cap or gown will not be allowed and may prevent graduates from participating in the Mass.**

**Commencement Mass** will be held at 4:00 p.m. on Saturday, May 14, 2016, in the Basil Moreau Center, 4123 Woodland Drive. Caps and gowns are required. Additionally, graduate students must bring their hoods.

**Please plan to arrive by 3:00 p.m.** and report to rooms 1114, 1116, and 1118. All guests should proceed into the Basil Moreau Center for seating.

**Commencement Ceremony** will take place at 12:00 p.m. sharp on Sunday, May 15, 2016, at the Mahalia Jackson Theater for the Performing Arts, 1419 Basin St, New Orleans, LA 70116. Caps and gowns are required. Additionally, graduate students must bring their hoods. See above for rules regarding attire.

**Paid Parking** is available onsite. The fee is $15 per vehicle.

**Modifications and/or decorations to either the cap or gown will not be allowed and may prevent graduates from participating in the Commencement.**

All participants should arrive at the Mahalia Jackson Theater by 10:30 a.m. and report to the student check-in table located on Mezzanine 2. From the lobby, you will take the stairs on the left-hand side. All guests should proceed into the theater to take their seats. Reserved seating is not available. Please note that decorations such as helium balloons, glitter, and air horns are prohibited.

At the check-in table you will receive your reader card and instructions to your assigned area for formation of the procession. Please note: Diplomas will be issued during Commencement; however, in the event there is a ‘hold’ (Academic, Financial Aid, Bursar, etc.) on your account, you will be issued a memo (instead of your diploma) stating the hold and the office you need to contact to clear it. If you are a Summer 15 or Fall 15 graduate and have already received a diploma cover, please return the diploma cover you receive during the ceremony to one of the University of Holy Cross staff members after the ceremony. If you do not attend Commencement, you will be able to pick-up your diploma from the Registrar’s Office the following week, beginning on Tuesday, May 17, 2016, providing all obligations to the University are cleared.

Please be guided by the following procedures and instructions for the Commencement:

1. Degrees will be conferred after the Commencement Address. When the presentation of the Department is announced, all members of that Department will stand. Proceed to the stage, as instructed by marshals, with your reader card to receive your diploma cover. At the top of the stairs, stop and hand your index card to the marshal who will hand it to the appropriate person for announcement of your name. After your name is announced, walk across the stage, accept the diploma cover in your left hand and use your right hand for the handshake. Be sure to smile for your photograph! After you receive your diploma, you may turn your tassel from the left to the right side of your cap. You will then exit backstage to have your photograph taken again. An attendant will be on the stage to guide you. After your photograph has been taken, you will be guided back to the main theater to return to your seat. Be seated.

To ensure dignity is maintained during the ceremony and the families of the other graduates can hear their graduate’s name called, please ask your family and guests to refrain from rowdiness, clapping and cheering until all graduates have received their diplomas. Balloons or air horns are strictly prohibited.

2. When the ceremony concludes, stand up and the Alma Mater will be sung. At the end of the song, the recessional will begin.

Guests are to remain in their seats until all graduates have exited the theater.

3. The platform party and faculty members will lead us out of the center. Graduates will follow the leads of the marshals. Exit to the outside of the theater to meet your party.

If you have any questions or concerns, please do not hesitate to contact the Registrar’s Office at 504.398.2235 or registrar@uhcno.edu.