

# UNIVERSITY OF SANTO TOMAS

## The Graduate School

### 2017 Commencement Protocol

#### *Dates to Remember*

**The Baccalaureate Service** will be held at the **UST Grandstand, 4:00 p.m., Friday, May 19, 2017**. The processional will begin promptly at 3:00 p.m. Students will meet in front of the TARC Building at 2:30 p.m. to prepare for the line-of-march. On the same day, at **8:00 a.m.**, there will be a recollection for all graduating students. Afterward, at **1:30 p.m.**, briefing about the graduation ceremonies will be held.

**Commencement Exercises** will be held on **Saturday, June 10, 2017 9:00 a.m. at the Quadricentennial Pavilion**. The processional will begin promptly at 8:30 a.m. Students will meet at the Holding Room (Ground Floor) to prepare for the line-of-march.

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To ensure that the commencement exercises are a special occasion that commemorates the accomplishments of each graduate, we ask that all of those in attendance at the ceremony follow the protocols outlined below.

#### **1. What to Bring**

##### *a. Graduation Tickets*

- i. No graduation tickets, no entry.
- ii. No extra ticket will be available at the Quadricentennial Pavilion/Office of the Graduate School/Office for Graduate Research.
- iii. Each graduate is entitled to **FIVE** graduation tickets which may be used by his/her **FIVE** companions. Those with honors will likewise receive **FIVE** tickets each.

##### *b. Academic Gown, Hood, and Cap.*

- i. Graduates will not be allowed to join the graduation ceremonies if they are not in their academic gown.
- ii. The Office for Graduate Research/Graduate School Alumni Association may recommend toga providers/rental shops. Graduates are to directly transact with them. They are also at liberty to choose the rental shops they prefer.

##### *c. Graduation Program*

- i. The Office for Graduate Research will give each graduate **TWO** copies of the graduation program (on or a day before the graduation) which must be brought on the day of the graduation.

#### **2. What NOT to Bring**

- a. Food
- b. Bag (except for parents/guests)
- c. Electronic Gadgets such as laptop and iPad
- d. Children below 12 Years Old

#### **3. What to Wear**

- a. The required attire is semi-formal or business attire.
- b. The gentlemen should wear slacks and long-sleeves with tie.
- c. The ladies should wear dress or skirt and blouse. Formal slacks are acceptable.
- d. Shoes should be formal, that is, closed black shoes with heels. Flat shoes are not allowed.
- e. Parents/guests must observe the proper attire, too. (No walking shorts, sando, strapless, hanging blouse, spaghetti strap, backless blouses, miniskirts and slippers)

#### 4. Arrival

- a. All graduates must arrive approximately **1 HOUR** in advance of the scheduled start time of the ceremony. Upon arrival, graduates are asked to register at the Level 1 España Wing of the Quadricentennial Pavilion.
- b. Parents/guests should proceed directly to their designated seats using the entrance at Level 1 España Wing.
- c. Graduates are not allowed to enter the graduation hall before the processional. There will be discipline officers/ushers to guide them where to proceed for the processional.
- d. Graduates will then be free to spend time with their fellow graduates until called for line-up approximately 30 minutes before the scheduled start time of the ceremony.
- e. The Office of the Graduate School will provide light snacks for the graduates before they proceed to the Quadricentennial Pavilion.

*Note: No eating is allowed inside the venue. Neither anyone will be allowed to leave the hall while the ceremonies are going on.*

- f. Parking areas are not usually available near the venue. Parking is done only at the designated areas. *(Note: A meeting place should be arranged with the graduate's driver to avoid delay caused by the congestion in the driveway after the ceremonies. It is more convenient to walk and meet him at a designated location than for him to bring the car to the driveway to fetch the graduate/guest.)*
- g. Parents/guests' bags will be inspected by the security personnel when they enter the hall.
- h. Seats for parents and guests are on a **FIRST COME, FIRST SERVED** basis. The seating arrangement is nonnegotiable. There are, however, special seats for the elderly and those with special needs.

#### 5. Line-Up

- a. Graduates will be called for line up at the Level 1 Ruaño Wing by degree program by the Graduation Officer/s.
- b. Everyone will then proceed to the hall at 8:30 a.m.

#### 6. Seating Arrangement

Ushers/usherettes will assist the graduates in locating their seats on the day of the graduation.

#### 7. Late Arrival

For graduates who arrived late, they will be directed to sit at the back rows so as not to disturb the ceremony proceedings; graduates will not be permitted to sit within the area designated for them.

#### 8. Conduct of the Graduates

- a. Following the graduate processional into the hall, there will be a brief introduction of the faculty and administrators in attendance, entrance of colors, national anthem, and addresses from the guest speaker and the dean. At the conclusion of the ceremonies, everyone shall be requested to prepare for the recessional. Taking pictures near/on the stage and inside the hall after the ceremonies is not allowed.
- b. Students will have two sets of pictures during their time on stage: (1) when they shake hands with the Guest of Honor, Dean/Regent and (2) before they proceed down the stairs and back to their seats.
- c. Out of respect for fellow graduates, and for the safety and security of those in attendance, all graduates and guests are asked to remain in their seats for the duration of the ceremony. Graduates are not permitted to leave immediately following their time on stage.
- d. Strictly no howling and throwing of caps at the end of the ceremonies.

#### 9. Conduct of Guests

- a. Personal cameras are permitted; however, photos and videos **MUST NOT** be taken from the foot of the stage; guests must remain seated at all times.

- b. To create an environment that honors the achievements of our graduates equally, please note that balloons, air horns, and the like will not be permitted inside the hall.
- c. Cellular phones and other electronic gadgets should be put on silent mode.
- d. The use of cellular phones during the ceremony is prohibited.

*Note: Realizing that some parents and/or guests must be on call, we request that cellular phones be put on silent mode and calls be taken outside of the event area.*

#### **10. Picture Taking**

Graduates can have their pictures with their parents/guests taken outside the hall after the graduation ceremonies and at the designated photo-op areas.

#### **11. After the Graduation**

- a. Togas must be returned to the providers/rental shops. The Office of the Graduate School is not in any way responsible for the togas.
- b. Copies of the Official Transcript of Records and Diploma may be requested from the Registrar's Office. Graduates may call the Registrar's Office for more details.

#### **12. Submission of Thesis/Dissertation Hardbound**

- a. Duly signed hardbound copies of theses/dissertations must be submitted to the Office for Graduate Research on or before May 31, 2017, Wednesday.
- b. Failure to submit the hardbound would mean that the candidate will not be able to join the solemn investiture and would not be able to request for a diploma and official transcript of records.

#### **13. Graduation Fees**

- a. Graduation fees will have to be settled as soon as possible. Official receipts should be submitted to the Office for Graduate Research on or before May 31, 2017.

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