
English Department Diploma Ceremony Information for Degree Candidates

24 May 12:00 noon – 2:00 p.m. in Bailey Hall

Registration

If you plan to participate, please RSVP via email to english_dept@cornell.edu by 5 May or by calling 607-255-6800. Please indicate any special needs or accommodations you may require for yourself or your guests. There is no restriction on the number of guests attending and tickets are not required. Seating is on a first-come, first-served basis. In your information packet, you will receive a name card with your procession number on it and a space in which you may write how to pronounce your name. **Please bring this card with you to the diploma ceremony.**

Photography

As a courtesy to all in attendance, please have your guests refrain from advancing to the front of the stage to take photos as you are walking across the stage. A professional photographer will be taking photos on the stage as graduates shake hands, receive their diplomas, and are hooded (if PhD). Photographs will be available for purchase directly from the photographer via an on-line link which will be provided to all candidates. After the ceremony, the stage will be available for additional graduate and guest photo opportunities

Location

Bailey Hall Plaza. Smoking is strictly prohibited inside Bailey Hall, and food and drinks are prohibited inside the auditorium. Trash receptacles will be provided at the entrance doors as well as under the tent.

Reception

From noon – 1:00 p.m. (immediately following the University Commencement Program and before the English Department Diploma Ceremony), light refreshments will be served on the plaza of Bailey Hall. **Please note: no food or drinks are permitted in the auditorium.**

Preparing for the procession

At 12:45 p.m. all degree candidates proceed to the lower lobby of Bailey Hall, and assemble by procession number in their designated areas. Signs will be posted. **There will be a procession number on the card which you received from the English Department and which you must have with you.** Undergraduates and M.F.A candidates assemble wearing their full academic regalia. Ph.D. candidates assemble wearing academic regalia except for the hood, which is to be carried. At 1:00 p.m. guests and family members take their seats in Bailey Hall auditorium, and all degree candidates must be in the lower lobby.

Procession

At 1:15 p.m. all degree candidates begin the procession when prompted by the Procession Marshall. Ushers will collect the procession cards while the degree candidates are being seated. The Diploma Ceremony begins at approximately 1:30 p.m.

Staging

All degree candidates and their guests remain seated during the ceremony. Ushers will prompt candidates when to rise and move toward the stage. Candidates will exit their seats to the right of the stage, proceed up the steps, accept congratulations along with their diploma (and be hooded, if Ph.D.), stop for a photograph, cross to the opposite side of the stage, stop for another photograph, and return to their seats.

Adjournment and Recession

After the closing remarks, candidates recess to the lobby when prompted by the ushers. Guests remain seated until all candidates have recessed.

General Information and Questions

Please see the University's Commencement web site (www.commencement.cornell.edu) for information on renting or purchasing your regalia, parking, lodging, directions, and other commencement activities and schedules. If you have further questions about the diploma ceremony, please call Darlene Flint at 607-255-3492.