



# COMMENCEMENT INFORMATION

## **83<sup>rd</sup> Commencement Ceremony | Graduate Instructions**

College of Arts and Sciences  
College of Business, Communication and Technology  
College of Health, Life Sciences, & Education  
Bachelor of General Studies  
Bachelor of Applied Science

**Ceremony Time:** 10 a.m.

**Ceremony Location:** Leggett and Platt Athletic Center (L&P)

**Graduates Check-in at Young Gym.** Doors open at 8:30 a.m. Graduates are to come wearing their neatly ironed regalia and should first go to Young Gym for Check-in and to pick up name cards.

**Guest Attendance:** There is no limit to the number of guests per graduate and no tickets are required.

**Commencement Program:** Graduates will have a copy of the full program on their seat. Limited number of copies may be available at the entrance for guests. Digital programs will be accessible through a QR code posted on the website and in Leggett and Platt.

Full programs are available by scanning the QR Codes set up at vantage points and the website.

**Livestream:** MSSU KGCS-TV will offer a live telecast and stream the ceremony on YouTube.

To purchase a copy of the ceremony, please contact Maddy West at [west-m@mssu.edu](mailto:west-m@mssu.edu)

**Professional Photographs:** GradImages will be taking professional pictures for optional purchase.

**Hard of Hearing Seating:** Graduates who are hard of hearing or need special seating or other accommodations should contact Lori Musser, Coordinator of Disability Services at [disabilityservices@mssu.edu](mailto:disabilityservices@mssu.edu) at least one week before the commencement event. Reserved seating for guests who are hard of hearing is in Leggett & Platt Athletic Center section E, behind faculty seating.

**Mobility Impaired & Limited Mobility Seating:** Commencement ushers will assist seating guests who are mobile impaired or with limited mobility.

**Photo booths and mini commencement stage set up in Young Gym: (Optional): 8:30 - 9:15 a.m.**

Graduates may take individual or family pictures at any of the photo booths with MSSU logo backdrops set up in Young Gym. Graduates will be limited to 3-5 minutes per time at the photo booths.

A mini replica of the Commencement stage is set up in Young Gym for graduates. Graduates may take personal individual pictures or pictures with faculty on the mini stage.

These stations will be closed at **9:15 a.m.** to prepare for the formation of the processional lines.

**Young Gym - Check-in and Pre-Ceremony Instructions**

1. Check-in starts at **8:30 a.m.**
2. Graduates will pick up their name card from the Check-in table (Station 1) in Young Gym. Please don't fold or wrinkle your name card.
3. Name Announcers will be at the Check-in station. If you want to ensure the correct pronunciation of your name, visit the Name Announcer.
4. Pick up and complete the Graduate Employment Survey at Station 2.
5. Mirrors will be available in different locations in Young Gym for your convenience.
6. At 9:30 graduates will start forming processional lines organized by colleges. Within each college section, graduates will form two lines and process into Leggett & Platt in that formation. Graduates are not organized alphabetically. Look for the clearly marked signs indicating where to line up.
7. Plan on walking into L&P without large visible items in hand. Consider leaving your personal items with family, friends, or locked in your vehicles.
8. Commencement staff will guide the formation of the processional lines and to your seats in L&P.

**Processional & Recessional order:**

- I. Mace bearer
- II. Platform party
- III. Faculty
- IV. Masters' degree candidates
- V. Bachelor's degree candidates
- VI. Associate's degree candidates

### **Ceremony Instructions:**

9. Gonfalon carriers will lead graduates into L&P in the two-line formation, through the center aisle in L&P to the graduate seating section. Seating is organized in two sections with 10 seats per row. Those in the left lines will sit in the left section and those in the right will sit in the right section. Commencement staff will assist you, counting off 10 graduates for each row.
10. A copy of the full Commencement program will be on each seat.
11. When at your seat, remain standing till all graduates are at their seats and follow the President's instructions.

### **Diploma (Cover) Receiving time:**

12. When it is time to receive your diplomas, Commencement staff will give directions on when to get up and move to the platform. When instructed to get up, take your name card with you. (Please note that you will only be receiving diploma cover with information. Actual diplomas will be mailed out after grades are posted and degree requirements have been verified as met and degrees conferred).
13. At the platform, the Name announcer will collect your name card and announce your name, and any academic honors noted on it.
14. When your name is announced, walk up the platform, receive your diploma cover from a member of the Board of Governors, shake hands with the President while GradImages photographer takes a professional picture. *(If you prefer to not shake any hands, don't extend your hand. That will be the cue to inform the person, you don't want to shake hands)*
15. After your picture with the President, continue to the bottom of the ramp to have your individual professional graduation picture taken at GradImages station.
16. After taking your picture, return to your seat being guided by Commencement staff.
17. **MASTERS GRADUATES ONLY:** When called to the platform, walk up the ramp with your hood draped over your right hand. You will be met by two Deans who will hood you. The Dean of your college will be in-front to drape the hood on you. The other dean will assist from behind to ensure the hood is properly draped on your back. Depending on height, you may have to bend a little for the dean to drape the hood over you. After hooding, shake hands with the Dean of the college, receive your diploma cover, shake hands with the President, go down to the bottom of the ramp to have your individual graduation picture taken, and return to your seat.

**Recessional time:**

18. At the end of the ceremony, pick up your Commencement program, and under the direction of Commencement staff exit orderly in two lines the same way you came.
19. The platform party and faculty will form a “spirit tunnel” at the far end of Leggett and Platt for graduates to walk through and exit out through Exit 2 by the Concession stand.
20. As you exit the doorway, you will be handed an additional copy of the full program.

For additional information, visit [MSSU - Commencement Ceremony](#).

Prior to the Commencement Day, send questions to [registrar@mssu.edu](mailto:registrar@mssu.edu) or call 417-625-9514.

If you have questions on Commencement Day, ask the Commencement staff wearing Commencement staff lanyards.



[MSSU - Campus Map and Directions](#)