



Instructions for Commencement

ATTIRE

Commencement is traditionally a formal event. As a Talladegan, we ask that you continue our fine tradition of excellence by attending the ceremony dressed in appropriate attire:

- **Female:**
 1. Option 1: Black or navy dress; black or navy dress shoes; optional black, navy, or skin color pantyhose
 2. Option 2: Black or navy skirt or pants with white collared shirt or blouse; black or navy dress shoes; optional black, navy, or skin color pantyhose
 3. Wearing sunglasses is not allowed during ceremony.
- **Male:**
 1. Black or navy pants with white collared shirt; black or navy tie; black or navy dress shoes
 2. Wearing sunglasses is not allowed during ceremony.

GRADUATION CAP DECORATING RESTRICTIONS AND PROCEDURES

- Students **WILL NOT** be allowed to participate in the graduation ceremony without wearing the Talladega College issued cap and gown.
- Students **WILL NOT** be allowed to participate in the graduation ceremony if their graduation caps do not meet the following requirements:
 1. Only the flat, top area of the mortar board may be decorated.
 2. Decorations must be flat on the surface of the graduation cap.
 3. No objects can be hanging down from any side of the cap.
 4. 3-D creations are not allowed.
 5. Noise-making instruments, such as bells or horns, are not allowed.
 6. Numbers, other than the graduation year, are not allowed.
 7. Advertisements, symbols, abbreviations, initials, words, slogans, patches, or pictures that refer to drugs or any controlled substance, tobacco, alcohol, weapons, or sexual nature are not allowed.
 8. Obscene, profane, vulgar or lewd language are not allowed.
 9. Denotation of affiliation with gangs, drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other participants are not allowed.
 10. Language and/or symbols that threaten the safety and welfare of other participants are not allowed.

STOLES

The wearing of nonacademic stoles is allowed that represent organizations that are sanctioned by Talladega College (ex. sororities, fraternities, campus social organizations, etc.). Please contact the Registrar's Office with any inquiries at registrar@talladega.edu.

REHEARSAL

1. Arrive at Savery Library by 3:30 p.m. on Friday, May 1, 2025.
2. Students will be divided by division (please see designated tables inside Main Room).
3. The entire procession will be conducted during rehearsal. Be attentive to the instructions given to prevent delays in procession.
4. Rehearsal will commence at the Student Activity Center. Be sure to have all personal belongings.
5. The registrar's office will reopen immediately following rehearsal to issue any remaining regalia.

BACCULAREATE CEREMONY

1. Assemble at 9:15 outside of Henry DeForest Chapel.
2. Dressed in full regalia upon arrival.
3. Process in reserved area on the left-hand side.
4. ***NOTE: It is important to be on time. All events will occur at the times noted, and entry into the ceremony venue will no longer be allowed when the processional begins.**

THE DAY OF THE COMMENCEMENT CEREMONY

1. Assemble completely dressed at 7:15 a.m. in Henry DeForest Chapel. Please come completely robed.
***NOTE: It is important to be on time. All events will occur at the times noted, and entry into the ceremony venue will no longer be allowed when the processional begins.**
2. Picture with the President is at 8:00 a.m. in front of Savery Library.
3. The line of march will begin at 8:20 a.m.
4. Occupy rows as designated by the Class Marshal.
5. After arriving at your seat, turn to face the stage and remain standing until after the invocation.
***NOTE: Male participants must remove caps for the Invocation and Benediction and replace them afterwards.**
6. Conferring of degrees procedure.
 - The entire class should rise when instructed by the Vice President/Provost.
 - The Chairperson of the Board of Trustees will approach the podium and confer degrees.
 - The President will approach the podium and confer degrees. Afterwards, the entire class may be seated.

- When directed, each row will stand to approach the stage.
 - When you reach the announcer, hand your name card to the announcer.
 - **Graduate Students:**
 - i. Once your name is called, ascend the stairs (one at a time). Approach the Vice President/ Provost to be hooded, then shake hands with the Director of the program.
 - ii. Receive the diploma cover from the President with your left hand (above) and shake hands with your right hand (below). Next, shake the hand of the Chairperson of the Board of Trustees. Look at the photographer for a photo with the President and Chairperson of the Board of Trustees.
 - **Undergraduate Students:**
 - i. Once your name is called, ascend the stairs (one at a time).
 - ii. Receive the diploma cover from the President with your left hand (above) and shake hands with your right hand (below). Next, shake the hand of the Chairperson of the Board of Trustees. Look at the photographer for a photo with the President and Chairperson of the Board of Trustees.
 - iii. Lastly, shake hands with the Dean, and walk off stage and back to your seat.
- *NOTE: Graduates participating in the Commencement Ceremony must stay for the complete ceremony and leave after the recessional.**
7. When the National Alumni Association calls for your induction into the Alumni Association, the entire class will stand.
 8. During the recessional, graduates will walk out of the ceremony as directed by the Class Marshal.