Undergraduate Ceremony Guide

SATURDAY, MAY 18, 2024
9:30 A.M. TO 12:30 P.M.
FOOTBALL FIELD

Congratulations to the Class of 2024!

Arrival/Check-in Process

Graduates must report to the Bentley Arena at 8:00 a.m.

Upon check-in, you will receive a Marching Order name card. You need this card to across the stage. As you approach the stage, it will be scanned, and your name will be read aloud, if you registered for the ceremony in time.

In the event of inclement weather, the ceremony will be moved to the Arena, where students can also check in. Each student will be allotted two tickets, and we will notify you 48 hours in advance.

Your regalia and student ID are the only items needed and you must carry everything you bring. No items can be left behind in the Arena.

Backpacks, large bags, large signs and umbrellas are not permitted. Guests may bring small bags. If you notice something suspicious, please contact University Police immediately at 781-891-3131.

Regalia Best Practices

Academic regalia should be worn for those participating in the procession. View this video to learn how to properly wear your regalia. Undergraduates must wear their tassel on the right and may switch to the left at the end of the ceremony. If you have additional questions, please visit their help center.

In this document you can expect to learn:

- Arrival/Check-in Process
- Regalia Best Practices
- Campus Map and Transportation
- Ceremony Information
- Additional Information

Commencement Website
Campus Map and Transportation

Parking will be available in all lots on main campus. Please follow the direction of the parking attendants that day. [View our ceremony map here](#).

Graduates should walk to South Campus or take the shuttle which will be available from 7:00 a.m. to 2:00 p.m. from LaCava and Miller Shuttle Stops. The shuttle will drop off at the Arena, where graduates will check in with the Registrar’s Office.

If someone requires special accommodations and has not completed the special assistance form, please contact the Commencement Office at [commencement@bentley.edu](mailto:commencement@bentley.edu).

Ceremony Information

Academic Procession
An announcement will be made when the procession will begin. You will process out row by row and marshals will guide you from the Arena to the Football Field. Comfortable shoes are encouraged.

The procession is comprised of two parallel lines led by the ceremonial marshal. Please remain in order as you process.

How to Cross the Stage
Please take your Marching Order name reader card with you. The marshals will guide you to the stage. You will access the ramp on the audience’s right side and walk up in a single line. You will hand the card to the volunteer. They will scan your card and your name will be read and displayed on the screen as you cross the stage.

As you cross the stage, a member of University Leadership will hand you a diploma cover and you can shake hands with the President. Once off the stage, GradImages will take a professional photo of you and your diploma cover that you may purchase later. Then, you must return to your seat.

Etiquette
Out of respect for all graduates and their guests, please remain seated until the last name is read at the end of the ceremony. See below for a diagram on how to properly cross the stage.
Additional Information

Seating
Tickets are not required for any of the ceremonies. Seating is on a first-come, first-served basis.

Livestream/Recordings
All ceremonies will be livestreamed on the [Commencement website](http://commencementwebsite.com) and recordings will be available the following week.

Diplomas
You will receive a Bentley branded diploma cover as you cross the stage. Your diploma will be mailed to and should take about seven weeks. If you have any questions, contact the Registrar’s Office at registrar@bentley.edu.

Professional Photography
The university will have a professional photographer at the ceremonies and those photos will be available for purchase on the [GradImages website](http://gradimages.net) approximately 5 to 7 days after the ceremonies. If there are any questions, please contact GradImages at 800-261-2576 or ecc.giservice@gradimages.net. Graduates and guests may not bring their own professional photographers.

Post-Reception
There will be a light reception following the ceremony on the lacrosse field.

Digital Program
A digital program will be available on the [Commencement website](http://commencementwebsite.com) before each ceremony.