

Undergraduate Ceremony Guide

SATURDAY, MAY 17, 2025
9:30 A.M. TO 12:30 P.M.
FOOTBALL FIELD



Congratulations to the Class of 2025!

Arrival/Check-in Process

Graduates must report to the [Bentley Arena](#) at 8:00 a.m

- ✦ Upon check-in, you will receive a name card, which is required to cross the stage. It will be scanned to ensure your name is read correctly. Please keep it with you at all times.
- ✦ The ceremony will take place outside rain or shine. In the event of severe 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.

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 near 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.

Ceremony Information

Academic Procession

An announcement will be made when the procession will begin. You will process out row by row and volunteers 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

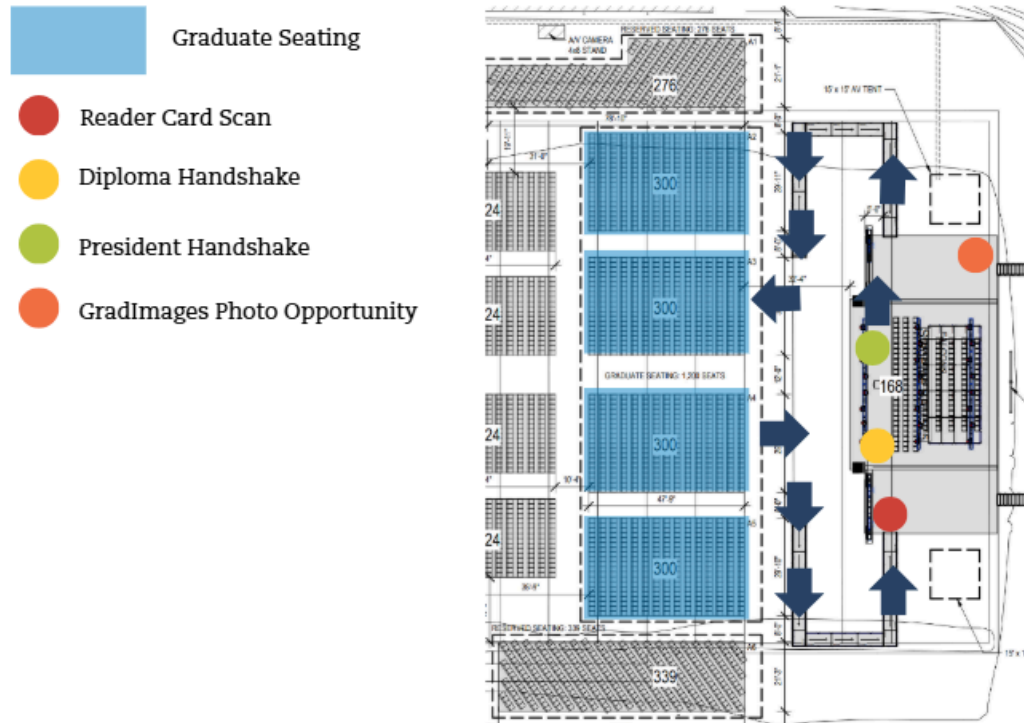
Please take your name reader card with you. The volunteers will guide you to the stage. You will access the ramp on the audience's right side and walk up in a single line. You will hand the card to the volunteer. They will scan your card and your name will be read and displayed on the screen as you cross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

Stage Crossing Diagram



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](#) 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](#) 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](#) before each ceremony.
