Before the ceremony:
- When you get to JPJ, go downstairs; your guests will need to stay upstairs.
- Line up in one of the two corridors at the end of the arena, based on your degree and last name.
- Once the entry announcement has been made, you may take your seats. Please move quickly. Seats are labeled and are in alphabetical order.

During the ceremony:
- After the faculty procession, the Dean, the SBA President and the speaker will deliver remarks.
- The Dean will then announce awards; if your name is called, please stand. You will receive your award when you leave the stage.
- A student marshall will lead you from your seat to the line for the hooding table; you will be hooded in groups of four.
- A photographer will take your photo while you are on the stage with the Dean, and another photographer will take your photo after you exit the stage.
- After the ceremony, please return your gown and hood to the area on the side of the stage near the hooding table. You may keep your cap.