**FAR EASTERN UNIVERSITY**

**87th COMMENCEMENT EXERCISES**

**PICC Plenary Hall, Roxas Boulevard, Pasay City**

**Monday, April 27, 2015 and Friday, April 30, 2015**

**G U I D E L I N E S**

**I. ENTRY TO AND SEATING AT PICC**

1. All graduates shall be at the PICC on the following **designated time and place** of assembly. The graduation rites for each session and the processional shall **start promptly** as scheduled.

**April 27, 2015**

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| **Session****(by Institute)** | **Assembly Time** | **Assembly****Place** | **Start of****Processional** |
| **First Session (IABF, FEU Makati, and IN)**9:00 – 12:00 AM | 7:00 AM | **Graduates** - 2nd Floor Breezeway**Parents –** 1st Floor Breezeway | 8:30 AM |
| **Second Session (rest of IABF, IARFA and IE)**1:00 – 4:00 PM | 11:00 AM | **Graduates** - 2nd Floor Breezeway**Parents –** 1st Floor Breezeway | 12:30 PM |

 **April 30, 2015**

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| **Session****(by Institute)** | **Assembly Time** | **Assembly****Place** | **Start of****Processional** |
| **First Session (IAS)**9:00 – 12:00 AM | 7:00 AM | **Graduates** - 2nd Floor Breezeway**Parents –** 1st Floor Breezeway | 8:30 AM |
| **Second Session (rest of IAS** **and ITHM)**1:00 – 4:00 PM | 11:00 AM | **Graduates** - 2nd Floor Breezeway**Parents –** 1st Floor Breezeway | 12:30 PM |

1. All graduates **shall be allowed entry at the Main Entrance of PICC. However, parents and guests must enter thru Gate 1 (near the Artists’ entrance).**
2. Candidates shall report to their faculty marshals for confirmation of their attendance. Failure to do so may result in non-calling of their names during the ceremony. Marshals assigned for latecomers must be responsible in providing the names to the program heads or faculty members who will call out the names of graduates.
3. Parents and guests shall be allowed entrance to the Plenary Hall thru the Artists’ entrance (near Gate 1). The Artists’ entrance shall be opened and closed for each session based on the following schedule**.**

April 27, 2015

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| **Session (by Institute)** | **Opening Time of Artists’ Entrance** | **Closing Time of Artists’ Entrance** |
| **First Session (IABF, FEU Makati, and IN)**9:00 – 12:00 AM | 7:00 AM | 8:00 AM |
| **Second Session (rest of IABF, IARFA and IE)**1:00 – 4:00 PM | 10:00 AM | 12:00 PM |

April 30, 2015

|  |  |  |
| --- | --- | --- |
| **Session (by Institute)** | **Opening Time of Artists’ Entrance** | **Closing Time of Artists’ Entrance** |
| **First Session (IAS)**9:00 – 12:00 AM | 7:00 AM | 8:00 AM |
| **Second Session (rest of IAS** **and ITHM)**1:00 – 4:00 PM | 10:00 AM | 12:00 PM |

All candidates for graduation shall be given two (2) electronic admission cards which will serve as admission passes for their parents/guests. Upon entrance, each card is swiped in the card reader to confirm the authenticity and validity of the card. Lost cards are not replaceable. Admission cards **are NOT FOR SALE.**

1. **Children below 7 years old are strictly** **not allowed**.
2. Programs and admission cards shall be distributed by the assigned marshals of the institutes/departments **on April 24, 2015, including those for candidates with Latin Honors.** Graduates shall use their FEU IDs to gain entrance at the PICC. **To avoid inconveniences**, graduates and parents/guardians are encouraged to strictly follow these guidelines.
3. The seats for parents/guests are on a **FIRST COME, FIRST SERVED** basis. Seats for parents/guests of recipients of Latin Honors are located at the left-front side of the PICC Plenary Hall (when facing the stage).
4. Security guards will inspect bags and packages at the entrance. Drugs, alcoholic beverages, cigarettes and e-cigarettes, firearms, deadly weapons, food, drinks, and pets are not allowed inside the PICC.
5. Smoking, eating, drinking, sleeping, and loitering are strictly prohibited inside the PICC Plenary Hall.
6. The candidates for graduation shall enter the Plenary Hall **in double file** and will be escorted/guided by their respective marshals to their designated seats.
7. The orchestra area in the Plenary Hall shall be filled up first. Parents and guests shall likewise be escorted/guided by the marshals to their assigned seats. **Standing in the aisles is strictly not allowed**.
8. Graduates who will come in late shall report to their respective marshals to have their attendance checked, after which, they shall be ushered into their seats marked for latecomers. **Their names will be called after all graduates of the relevant degree program have been called.**(Names are called by institute and by degree program.) M**arshals assigned for latecomers must be responsible in giving the names to the program heads or faculty members who will call out the names of graduates.**

**II. GRADUATION ATTIRE**

1. The official attire of the candidates for graduation is composed of the **gown** (toga)and a **cap.** The gown (toga) must be well-pressed and long enough to cover the upper half of the legs (or the hemline of the gown must be 12 inches from the ground). The cap must be well-placed down to the mid-portion of the forehead, and the flat top of the cap must be parallel to the ground (not slanting).
2. The inner attire must strictly be semi-formal or business attire. Corsage and garlands are not allowed.
3. For the gentlemen:
* The academic attire is composed of barong or long-sleeved polo with tie, slacks, and closed shoes (black and leather).
* Rubber shoes are strictly not allowed.
1. For the ladies:
* A dress or skirt and blouse shall be worn.
* The length of the dress or skirt should not be longer than the length of the academic gown but should not be too short either.
* A knee-length or a little-above-the-knee dress or skirt would be ideal.
* Cocktail dresses, tight-fitting clothes or evening wear are strictly not allowed.
* Shoes should be closed with heels no higher than three(3) inches.
* Slip-on shoes, wedge shoes, open-toe shoes, sandals, and flat shoes are strictly not allowed.
* The color of the shoes should be black.

**III. DURING THE CEREMONY**

1. Everyone **must observe silence, order and discipline** inside the Plenary Hall during the entire ceremony. Standing or leaving the hall is strictly prohibited. **All mobile phones and other electronic gadgets must be turned off or placed in mute mode during the entire ceremony.**
2. Graduates are requested to remain **standing** during the entire **processional. Everyone is expected to stand for** the **entrance of flags**, the singing of the **National Anthem, and** the **invocation.**
3. Graduates shall **rise** during the presentation of candidates for graduation by the institute deans and shall be seated **only** when instructed to do so.

**Note: *After the conferment ceremony, graduates shall shift their cap tassels from the right side to the left side.***

1. Graduates shall accept the diploma with the left hand, and shake hands with the right.
2. Clappingof hands shall be done only after all graduates of each program have been called.
3. Graduates shall rise during the induction of graduates to the Alumni Association, recitation of the Pledge of Loyalty, and the singing of the FEU Hymn.
4. Photo coverage inside the Plenary Hall during the ceremony is exclusively done by the University-accredited photo service provider. Other than the University-accredited photo service provider, photo-taking is strictly prohibited inside the Plenary Hall during the ceremony.
5. Official receipts and ribbons (indicator that the provider must take photos of the candidate) are issued to candidates for graduation.

**Note:** *Beware of unscrupulous individuals who will present themselves as staff of the accredited FEU photographer and take money from candidates for graduation, parents, and guests as payment for graduation photos. The staff of the accredited photo provider will wear IDs issued by FEU, for easy identification.*

1. PICC regulations prohibit family and other photographers from taking photos during the ceremony.
2. In case of emergency, please refer to the emergency exits indicated in the Emergency Contingency Layout posted inside the Plenary Hall.

**IV. RECESSIONAL**

1. To maintain order, graduates and parents/guests shall leave the Plenary Hall thru the Artists’ Entrance gates after all University administrators, faculty members, and guests have left the Hall. The Artists’ Entrance doors are located at the right side of the Plenary Hall (when facing the stage).
2. Graduates must ensure that no litter or personal belongings are left inside the Hall after the ceremony.
3. Everyone shall leave the premises of the Plenary Hall and its lobby by 12:30 PM (for the morning session)to allow FEU and PICC personnel to refresh the venue for the afternoon session.

**V. AFTER GRADUATION**

1. Personal picture-taking is allowed outside the Plenary Hall after the graduation ceremony.
2. Graduates must return their academic attire to Ms. Roxanne Iglesia (toga provider) or her staff on the following schedule:

April 27, 2015 10:00am – 6:00 pm (white tent beside Gate 1 of PICC)

April 28, 2015 10:00am - 5:00pm (NRH Bridgeway)

April 30, 2015 10:00am – 6:00 pm (white tent beside Gate 1 of PICC)

May 4, 2015 10:00am - 5:00 pm (NRH Bridgeway)

1. Graduation photos shall be delivered to the institutes one (1) month after the date of graduation. Staff of Phildiz Photo Gallery shall come to FEU **from June 1 to 4, 2015, 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.**, to distribute the photos to the graduates. Venue for distribution shall be at the NRH Bridgeway. Unclaimed photos shall be taken by the photo provider and shall thereafter be claimed by the graduates at the office of Phildiz Photo Gallery located at the Ground Floor, Librada Avelino Building (at CEU), Mendiola St., Manila. Its contact number is 310.1568. Alternatively, graduates may get in touch with Ms. Realyn Gubi (0932.890.4314) or Ms. Jazzyl Ballestra (0927.314.9042).

**IMPORTANT: All provisions on the Students Code of Conduct contained in the Student Handbook shall apply.**

**The management of FEU enjoins everyone’s cooperation to ensure an orderly and solemn graduation ceremonY.**

**CONGRATULATIONS!**

**C O N F O R M E**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ received, read, and fully understood the provisions stated in the **GUIDELINES for GRADUATES**. I do hereby express my commitment to comply with the University rules and regulations and those stated in the Guidelines. Far Eastern University reserves the right to take disciplinary action if I violate any of the University rules and regulations and those stated in the Guidelines.

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Student’s Signature over Printed Name Parent’s Signature over Printed Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_