



Palm Beach Atlantic  
UNIVERSITY

# May 2023 Commencement Instructions



# Commencement Location

**Palm Beach County Convention Center**

**650 Okeechobee Blvd.  
West Palm Beach, FL 33401**

**Friday, May 5, 2023**

**2:00 PM**





# “Know Before You Go”

- Before May 5<sup>th</sup>, you need to clear all of your financial obligations—including but not limited to:
  - Student Account Holds
  - Citation Fees
  - Bookstore Fees
- You will not be allowed to participate in the ceremony with outstanding financial obligations, so be sure to take care of them now to be ready to celebrate with us at Commencement!
- Summer Grads—be sure to register for your final summer courses ASAP to be ready for Commencement





# **“Know Before You Go”**

- **Parking is free—please park at the Convention Center parking garage**
- **Helium balloons are not permitted inside the building**
- **You will be walking down stairs and up and down ramps—please wear footwear that allows you to comfortably navigate both**
- **Iron/steam your gown prior to arriving—it arrives very wrinkled**
- **Men – Wear dark pants, socks & shoes**
- **Women – Wear professional dress or dress slacks, dress shoes**
- **Bring hair pins/safety pins for your cap and/or hood**





# “Know Before You Go”

- Plan to leave personal items and purses at home or with family as there will not be a secure place to leave anything
- Graduate lineup is in ballrooms ABC on the second floor; these rooms will not be accessible after 2:00pm
  - Nothing can be left upstairs
  - Nothing may be carried with you through the processional or across the stage
- If you personally need any disability accommodations for the lineup or the ceremony, please email [Registrar @pba.edu](mailto:Registrar@pba.edu) so we can be prepared to help however we can





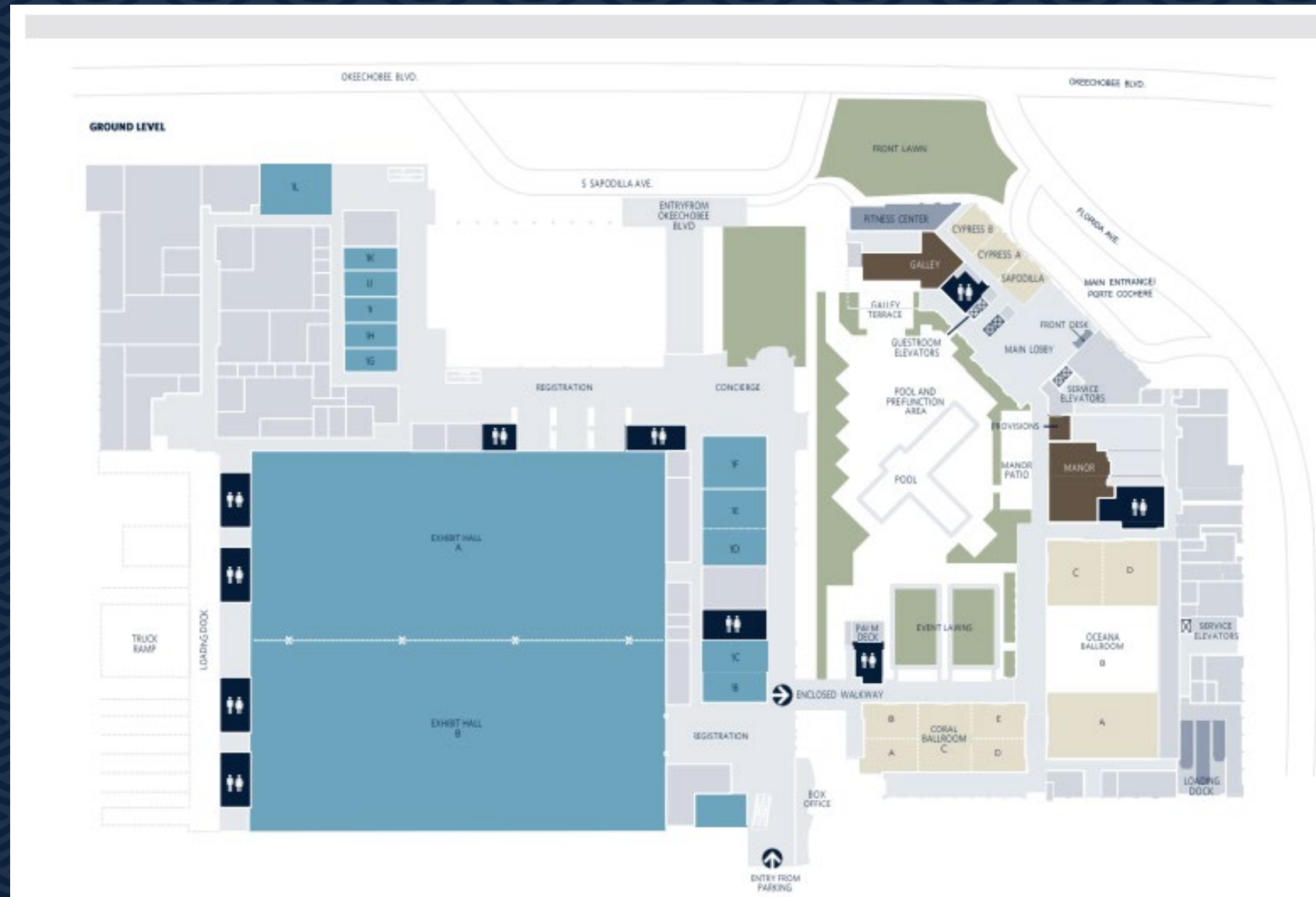
# Arrival

- **Pick up your Reader Card at the registration tables between 12:30pm & 1:15pm on the 2<sup>nd</sup> floor of the Convention Center**
  - Lineup is in ballrooms ABC
  - No family or friends allowed upstairs
  - Escalators in north hallway
- **From there, head to a ticketing kiosk on the 2<sup>nd</sup> floor to check in to the ceremony**
- **Graduates must be in line by 1:30 pm**
- **Special photos at 1:15pm**
  - Meet at the stage
  - Outstanding Graduates
  - Veteran Students





# Map of Convention Center (1st Floor)



# Route for Parking





# Parking (Free)





# Parking (Free)





# Guest Seating

- Remind guests to come early, as downtown traffic could be heavy
- Please do not bring balloons to graduation; the Convention Center does not allow helium balloons inside the building
- Doors open for guests at 12:30pm and close at 1:50pm
- Doors will reopen following the processional
- Guests will have to wait outside the doors to the ceremony during this time if they have not entered
- Tickets are required for all guests unless they are babies in arms
  - Graduates are responsible for reserving and distributing tickets to their guests





# Lineup

- Keep your Reader Card in your hand at all times
- You may not carry anything other than your reader card with you into the ceremony
- Graduates will be lined up by degree, alphabetically, by School
- Robes must be zipped up
- All graduates must stay in the 2<sup>nd</sup> floor lineup area
  - No family, friends, or personal items allowed in this area
- There will be restrooms available on the 2<sup>nd</sup> floor
- Be ready to move quickly when directed by your line marshal





# Reader Card

- Your reader card is used to call your name as you cross the stage at Commencement
- Graduation participants will fill out their reader cards in advance at the Registrar's Office by May 3<sup>rd</sup>
  - On the back of the card, you will provide details for GradImages to contact you with your graduation photos
  - On the front of the card, you will provide your name's phonetic spelling to help the announcer pronounce your name correctly

<b>READER CARD</b>	
This information is necessary so that your name can be read quickly and correctly.	
PLEASE PRINT CAREFULLY AND LEGIBLY.	
1.) <u>YOUR NAME</u>	
First	Last
2.) <u>PHONETIC SPELLING</u>	
Your name the way it sounds      Ex: Nan-C Ro-barts	





# Processional

- Process by School, as directed by your line marshal
- Outstanding Graduate or designee carries the School banner and processes first
  - The Processional will move from the 2<sup>nd</sup> floor, down the stairs to the 1<sup>st</sup> floor, where the Outstanding Graduate will be handed their School banner
- Summa Cum Laude graduates will follow, in alphabetical order, by degree & last name
- All others will follow Summa Cum Laude graduates, also in alphabetical order, by degree & last name
- Do not speak to the people counting you into your row—they are concentrating!
- Move into your row quickly and do not skip a chair
- Remain standing for the Invocation





# During Ceremony

- Men – Remove hats for the Invocation; replace immediately following the Graduate Reflection
- Women – Do not remove hats
- Wait for direction to rise from your chair
- Rows will rise together
- Leave your program in your chair (do not bring it to the stage)
- Moving of tassel (Undergraduates only)
  - When you enter, the tassel will be on the right side
  - When instructed, move the tassel to the left side





# Your Moment

- Have your reader card ready to hand off at the top of the ramp; wait to be directed to move forward
- Meet your dean on stage to receive your diploma cover
- Go across the stage for a photo with President Schwinn
- Go down the ramp for an additional photo
- Walk back to the same row in the graduate seating area (staying in line) and remain there for the rest of the ceremony
- All graduates will march out together at the end of the ceremony





# Recessional

- **Remain standing after the Benediction**
- **You will be prompted to exit by row**
- **Exit out of the building, following faculty**
- **Stay in line and keep moving**
- **Meet your family and friends outside on the Okeechobee Patio following the ceremony**





# Map of Convention Center





# Photography

- **GradImages will take photos of each graduate, and the proofs will be sent to the address submitted to them on the back of your reader card**
- **Preregister for a 20% discount coupon by following this link:**  
<https://www.gradimages.com/Preregistration>





# Final PBA Business

- **Clear ALL holds**
  - Diplomas will not be sent to students who have a hold of any kind on their records
- **Complete Loan Exit Counseling**
  - Any questions regarding this process should be directed to the Financial Aid Office
- **Wait for all grades to be entered and for your degree to be conferred before ordering official transcripts**
  - Final grades are entered for 2 weeks following the last day of exams
  - Degree conferrals can take a further 2-3 weeks, as each individual degree must be reviewed
- **Electronic PDF transcript delivery is an available option for ordering official transcripts through the National Student Clearinghouse**
  - [www.getmytranscript.com](http://www.getmytranscript.com)





# Your Diploma

- Degrees will be conferred after all grades are in
- Diplomas will be printed with the name you indicated in your Application for Graduation
  - Once printed, diplomas may be picked up in person with a valid photo ID
    - You will need to contact the Registrar's Office directly if you wish to pick up your diploma
- We must have an accurate mailing address for your diploma
  - Diplomas will be mailed to the address you have indicated in your Application for Graduation
  - Changing your main address will not change your diploma mailing address
  - If you need to change your diploma mailing address please contact the Registrar's Office
- The degree that you have earned is on your diploma, NOT your major
  - For example, a diploma will read "Bachelor of Arts", "Bachelor of Science", or "Master of Science", etc.
  - Please do not contact the Registrar's Office to ask for your major or minor to be listed





# Graduate Survey (Win a Prize!)

- Want a chance to win a prize?
- Fill out this brief survey from Career Development to let us know where you're headed after PBA:  
<https://forms.office.com/r/C4NSZNXCVU>





# Questions and Closing

- If you have any questions that have not been answered here, please email or call the Registrar's Office
  - Email – [registrar@pba.edu](mailto:registrar@pba.edu)
  - Phone – (561) 803-2072
- **PLEASE NOTE: The Registrar's Office will be closed after 5:00 PM on Wednesday, May 3, for Commencement preparation**
  - The Registrar's Office will not reopen until 8:00 AM on Monday, May 8
  - The Registrar's Office will not be able to answer any questions or return any messages during this time







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**CONGRATULATIONS  
CLASSES OF  
2022 & 2023**