



WCCN Graduation Ceremony Protocol 2024

PROTOCOL: Commencement is a significant moment for graduates. It marks a pinnacle of achievement. WCCN celebrates the occasion with formal pomp and circumstance. To ensure the dignity and solemnity of this occasion, please be mindful of the following:

- WCCN Code of Conduct applies at the Commencement Ceremony.
- **Use of alcohol and/or controlled substances is prohibited.**
- **No food or drink** will be permitted in the line-up area and hall.
- Guests should arrive in time to be seated in the designated area before the procession begins, **preferably 30 minutes prior to the scheduled start time of the ceremony.**
- **Late guests will not be allowed to enter the hall during the procession.** Late arrivals will be able to enter at appropriate intervals during the ceremony.
- Guest seating is first-come, first-seated in the designated area.
- **Mute/Silence** cell phones, pagers and similar devices during the ceremony.
- Please **refrain from using noise-makers or shouting** while degrees are being presented on the stage.
- Any bags, including purses, brought inside the arena may be searched by security. To avoid delays, guests are urged not to enter the arena with bags.
- Dress code is semi formal. Please dress appropriately no jeans are allowed.

PROCESSION: Begins promptly as scheduled on the programme. The ceremony usually lasts 2–3 ½ hours. Members of the graduating class and guests must stand when the academic procession enters. The programme Director and marshals will guide you.

Your student marshal will direct you to the appropriate seating location in alphabetical order.

Please stand for The National Anthem, followed by the invocation. The Vice chancellor will declare the ceremony opened.

Candidates must stand for the oath ceremony

PRESENTATION OF CANDIDATES: The HOD of each programme will present the candidates for the various degrees and diplomas to the Vice Chancellor. The Vice Chancellor will deliver the conferral remarks. The candidates for the various degrees/diplomas will then be asked to approach the stage for presentation.



INSTRUCTIONS FOR APPROACHING THE STAGE:

- Ascend the ramp on the right-hand side of the stage
- Hand the name card to the reader
- Wait for your name and academic honor, if applicable, to be spoken
- Walk across the stage to be capped by the Vice Chancellor.
- Extend your left arm with the hood to be received by Dr Mabuda
- The Director will place the hood over your shoulders. Do not bend or lean backwards stand upstraight as a photo will be taken.
- Have your picture taken
- Descend the ramp on the left side of the stage
- Collect your badge and lamp
- Return to your seat and remain standing until all graduates in your programme have received their diploma and returned to their seat.
- The Programme director will inform you to be seated

DISTRIBUTION OF DIPLOMAS: Diplomas will not be distributed during the ceremony. **Diplomas will be collected from the WCCN.**

PLEDGE

Please stand for the pledge you will now be led by a lecturer in saying the pledge.

PLEASE NO PHOTOS TO BE TAKEN WHEN SAYING THE PLEDGE THIS IS A SACRED MOMENT.

CONCLUSION OF CEREMONY: After the Oath ceremony, the Academic procession party will lead the recessional, followed by the graduates. Guests should remain standing until the recessional is complete. Guests may not exit the hall before the recessional. Graduates may meet their family and guests outside the hall in front of the college building.

COMMENCEMENT MARSHAL'S DIRECTION & COMMENTS

1. **Strictly follow the Marshal's instructions; do not deviate from the Marshal's instructions for any reason.**
2. **All students graduating should report 2 hours before the Ceremony at the WCCN Metro Campus in** Line up in front of the ticket table after you have received your gown and hood.
 - No candidate may wear their hood before the qualification has been conferred upon them.
 - No graduate may enter the hall without wearing their gown



- Marshalls will direct you to your designated chair
- Immediately report any problems to the Marshals.
- All guests must enter at the side entrance of the CST Roux Hall.
- Commencement Marshals will lead the candidates' procession into the hall and into their designated rows. All students will remain standing until they are instructed to be seated by the Programme Director.
- All degree candidates will receive their announcement name card at the ticket table. When the announcer asks the candidates to stand and come forward, each candidate approaches stage right and hands his or her announcement name card to the announcer at the podium upon arrival on stage to receive the diploma/certificate or degree. Your hood will be draped over your left arm. Each candidate walks across the stage, be confirmed by the Vice chancellor, walk to the Director, hands him the hood draped over the left arm, stand in front of him and have a photo taken while the director places the hood over their shoulders, exits the stage left, and return via the right-hand side of the hall around the back of the hall to your seat.
- At the close of the program, commencement marshals will direct the students out of the arena in a recession in the same row order in which they processed into the arena.

Once the recessional reaches the arena lobby, students are dismissed and should exit the arena immediately. The facilities must be cleaned and sanitized prior to the start of the next ceremony.

