



BASC 2019 COMMENCEMENT GUIDE

Dear 2019 Graduates, Congratulations!

This guide is meant to help you with arrangements leading to the graduation rites, the most awaited event of your academic life. Your Dean's Office will further assist you on graduation-related matters. You may course queries through them.

GENERAL INFORMATION FOR GRADUATES

The 2019 General Commencement Exercises

26 June 2019, Wednesday, College Gymnasium

Assembly at 6 AM

Program starts 8 AM

Guests are advised to observe BASC rules to keep the graduation rites solemn and orderly. Attendees are expected to stay for the duration of the commencement exercises, and to dress and behave in a manner in keeping with the occasion. Graduates, especially cum laudes and PhD/Doctoral graduates, are requested to attend the commencement rehearsals on 24 June 2019, Monday, 8 AM.

A. GRADUATION ATTIRE:

Formal clothing should be worn with the academic gown as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasions when it is worn

Men should wear collared long sleeves shirts, black pants and closed black shoes.

Ladies should wear dress or blouse and skirt and black shoes

ACADEMIC COSTUME

- a. Candidates for graduation shall wear their academic gowns and caps with tassels at the right side.
- b. Only the graduation ribbon shall be placed at the academic gown at the left side of chest (flowers, corsages or leis are strictly prohibited)

B. PLACE OF ASSEMBLY :

1. Flag and color bearer, Grand Marshall and academic mace bearer: Front of the Administration Bldg.
2. College officials, College mace bearer, members of the Board of Trustees and guests: stairs/lobby of the Administration Bldg.



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3. Faculty members and personnel (without assignments during the commencement) : Front of the Executive House
4. Candidates for graduation with honors and their parents shall be next to the Colors
5. Candidates for graduation and one parent companion : Front of the Cashier's Office towards the covered walk going to IEAS

C. THE PROCESSIONAL

1. Two lines with the candidates for graduation at the Right and one parent companion at the Left side (march side by side) ,both lines shall pass at the center aisle of the Gymnasium and each shall proceed to the designated seats.
2. Faculty members and personnel shall pass at the center aisle of the Gymnasium and each shall proceed to the designated seats.
3. College officials, members of the Board of Trustees and guests shall pass by at the center aisle of the Gymnasium and each shall proceed to the designated seats.

Note : Usherettes will guide the candidates for graduation, faculty and guests during the processional

D. PRESENTATION OF CANDIDATES:

The Deans present the graduates to the President and the official conferment of degrees follows.

The Program Chair will present cum laude(s) and graduates by institute. The Program Chair will call names of their CLs and graduates in alphabetical order. The CLs, shall be accompanied by their parents on stage, will receive their medals from the President. The CLs and graduates then proceed to their designated seats and will remain standing until the name of the last graduate from their institute/program is called.

Note : Awarding of medals will be by institute and with names of candidates called in alphabetical order. Diploma shall be received by the left hand while the right hand shall be used for handshaking. After the handshake the graduate shall face the audience, move two steps forward, take a bow, go down the stage through the stairs on the left side and proceed to his/her designated seat.

E. RECESSIONAL :

Everybody shall stand until the Flag and Color bearers, college officials and guests have out of the Gym passing by the center aisle.



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During the Commencement Ceremonies:

- Candidates shall remain standing facing the aisle while the faculty members and officials are doing the processional. They remain in this position until the last dignitary passes by. Once the dignitaries are on stage, all candidates shall face the stage.
- They shall remain standing until the invocation and the singing of the National Anthem.
- During the presentation of the candidates by the Institute Dean, the candidates will stand as their degree is presented; they shall remain standing until all degrees have been presented, and the candidates have been conferred their respective degrees by the College President.
- Once the candidates have been conferred their respective degrees, the graduates give a resounding clap. At the cue of the Marshal, clapping is stopped, and the tassel is transferred from the right side of the cap to the left side. Then, the graduates give themselves another resounding clap.
- There shall be no tossing of caps in the air after conferment.
- Graduates cannot leave their seats and designated areas during the program.
- Unnecessary movement specially standing, walking and roaming around while the ceremony is in progress are strictly prohibited.
- Cameras and videocams are strictly prohibited inside the Gym. Official professional photographers will take shots of your precious graduation moments.
- Children below 7 years old are not allowed within the venue.
- Appropriate attire shall be required for entry in the venue. No slippers, undershirt and short pants.
- Eating, chewing, smoking and littering are prohibited during the proceedings.
- Cellphones and two-way radios must be switched-off so as not to interfere with the sound system.

After the Ceremonies:

- Graduates shall follow the members of the Institute in the recessional, starting from the first row and to be led by students nearest the aisle.
- No graduate or faculty member should break the recessional march until they have exited the gymnasium.
- Expressions of congratulations and giving of flowers, leis or gifts should be done outside the gymnasium and only after the commencement ceremonies. The graduates and their parents may, however, return to the gymnasium for a pictorial.
- Gowns, caps and hoods must be immediately returned after graduation to avoid penalty.



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Vehicle Parking:

- Per College policy, parking are on a first-come-first-served basis and is subject to availability of space.
- Before the processional, vehicles of College officials and guests given priority parking space by the Security Office, are allowed to be driven up to the vicinity of the gymnasium and to park in areas designated by the Security Office. During the processional, vehicles of faculty members, staff and others are allowed to enter the campus but up to the front of IEAS building only.
- During the processional, only vehicles that ferry dignitaries who will participate in the ceremonies will be allowed to enter the campus ..

To our dear Graduates:

Carry the name and colors of our dear BASC with dignity, pride and honor. You are now our ambassadors of goodwill to the whole world. Like others before you, do not falter in taking good care of our College's reputable name, the prestige of which is like a gem that makes all BASC graduates a precious entity in every nook and corner of the world. At all times, make your *alma mater* proud!