Pangasinan State University

OFFICE OF THE VICE PRESIDENT FOR ACADEMICS and STUDENT SERVICES

REMINDERS FOR THE DEPARTMENT CHAIRPERSONS/PROGRAM CHAIRS

FOR THE 45TH GRADUATION CEREMONIES

1. The schedule for the distribution of the diploma, Abaray, pins, ribbons, medals for the Latin honorees, graduation souvenir program and other graduation accessories shall be contained in a separate advisory. It is requested that the department chairpersons/ program adviser get the said accessories on the specified date and time only to give enough time for the office to segregate per program and campus.

2. The medals for the Latin honorees will be given to the department chairpersons before the graduation ceremonies; however, the medals shall be given to the student/ parents only during the graduation date. The department chairperson shall ensure that the parents of each Latin honoree shall have a medal to award.

3. The department chairperson shall assign one program/ department faculty marshal who will accompany graduating students during the processional and ensure compliance with graduation guidelines. The program marshal shall facilitate the seating of their respective graduates inside the venue.

4. The department chairperson shall bring the diploma jacket and diploma of the students to the venue during the graduation program. The diploma jackets bearing the diplomas shall be bundled in a blue/yellow ribbon. Ensure that diploma jackets are handled with care and not placed on the ground before and during the ceremony.

5. The department chairperson shall give the diploma to their respective graduates as they line up on the sides of the stage and before they go on the stage for the ceremonial presentation of their diploma. Faculty marshals should oversee student conduct, maintaining decorum during the graduation proceedings.

6. The degree programs and the candidates for graduation will be arranged based on the list in the graduation program.

7. Upon arrival, parents or guardians should proceed directly inside the venue. Entry is on a first-come, first-served basis. Candidates will gather outside the venue for the processional.

8. All candidates must wear PSU-provided pins; parents or guardians must wear official PSU ribbons. Personalized items and non-PSU awards are not allowed such as but not limited to personalized tarpaulin, printed materials, flowers, lei, corsage, medals, and/or plaques inside the venue.

9. Foods or drinks are NOT allowed inside the venue. During the processional, graduates are discouraged from carrying/handling large bags, paper bags, knapsacks, etc.

10. No picture-taking inside the venue while the program is ongoing. There will be PSU authorized/accredited photographers. The candidates for graduation are not allowed to take pictures on the stage while receiving their diploma or medal. A photo booth will be set up where graduates can take pictures.

11. Recording of videos for the vlog, TikTok, Instagram, or other social media purposes is NOT allowed DURING the graduation ceremony. Facebook/ Youtube live streaming during the graduation ceremony is likewise NOT allowed. PSU Team will stream the ceremony via the official PSU Facebook Page.

12. Guests and candidates are requested to refrain from roaming, yelling, whistling, or loud cheering during the ceremony.

13. Each graduate shall bow with right hand on the chest after presenting their diploma, and return promptly to their seats.

14. Observe silence all throughout the program.

15. No one shall leave the venue until the recessional is done.

16. Always remember that PSU is a University with the most disciplined students. Please leave that legacy for others to emulate.

**COMPLIANCE WITH THE GUIDELINES REFLECTS**

**THE CORE VALUES INSTILLED TO A PSUnian.**