



# 46th Commencement Exercises

## VIRTUAL GRADUATION 2021

### GENERAL GUIDELINES

- This year's graduation rites will be conducted virtually via the Zoom application and may be viewed via the Facebook (FB) Live stream. All candidates who will attend must register.
- There will be a baccalaureate mass on a separate date; a special awards' recognition will immediately follow. This may also be viewed via the FB Live stream.
- Each candidate will be given a 10-second live exposure via the Spotighting function of Zoom. Hence, everybody is highly encouraged to attend the virtual graduation ceremony.
- Rehearsing the graduation rites is necessary to ensure smooth flow. All candidates who will participate in the ceremony are required to attend the rehearsals.
- Should tightened restrictions for holding of activities (highest community quarantine) amid the threat of Covid-19 will cover the event days, the University will have to reschedule.
- All candidates must fill out and sign a Graduation Photo/Filming Consent Form (GPF CF).
- For all information pertaining to the events, please always visit the website: [www.dlsud.edu.ph](http://www.dlsud.edu.ph), and also regularly check your DLSU-D email.

## SPECIFIC GUIDELINES

- **Technical Requirement**

Each candidate must use a laptop or desktop computer for the Zoom application where only the candidates are allowed to enter. A separate gadget is a must if you would like to see yourself and the whole proceedings in the FB live stream. A family or friend who wishes to view the ceremony may use another gadget to log in the FB live stream, especially if not in the same venue as you. He/she must register in the FB group.

You must have a stable internet connection. A well-lit room is a must. Windows and lights must be in front of you, not behind. We will appreciate if your physical background is clear and free of clutter. Any color will do. Please do not use digital background.

- **Graduation Attire**

Please wear toga and cap, which you may rent at DLSU-D. Schedule of measurement and distribution:

<u>COLLEGE/PROGRAM</u>	<u>DISTRIBUTION</u>
CEAT-GS, CEE	November 23, 2021 (8am—11am)
ARC, CPE	November 23, 2021 (1pm—4pm)
EEE, ECE, IEE	November 24, 2021 (8am—11am)
CSCS-GS, CCJE-GS, MEE, ESE, BGM, HUB, BCS, BIT, CRI	November 24, 2021 (1pm—4pm)
CBAA-GS, MEB, ECO, HRD	November 25, 2021 (8am—11am)
BSA, BOM, MKA/MKT, ENR	November 25, 2021 (1pm—4pm)
COED-GS, CLAC-GS, JOU, DES, PHI, PSC, PSY, BTM, HRM	November 26, 2021 (8am—11am)

- **Submission of photos for Special Awards Recognition video**

We will be preparing a video for the Special Awards' Recognition where the photo, full name, award title, and degree of each recipient are indicated in each slide. This video will be shown immediately after the Baccalaureate Mass. The special awards are Outstanding Dissertation/Thesis, Golden Scroll, Golden Gear, Golden Leaf, and Loyalty.

Awardees will be notified through an email to claim the medals and/or certificates at the Office of the Registrar (OUR), and sign a GPFCF then submit it together with two (2) photographs following these specifications:

1. Solo photo—layout must be portrait; awardee must be in smart casual attire and also wear the medal and show the certificate, if applicable.
2. Group photo—layout must be landscape; may be with companions (family, friends, pets, and whoever you wish to be with).

- **Recognition of Academic Awards**

Academic Awardees (Latin Honors) and St. John Baptist de La Salle Awardee for Excellence in Leadership will be recognized live during the actual ceremony. Once your name is called, please have the companion join you in the video to award the medal.

You may claim your medal at the OUR on a schedule indicated in the email you will receive.

- **Distribution of Symbolic Diploma**

Once you are spotlighted during the virtual graduation ceremony, you must hold your symbolic diploma. Please download the document through the DLSU-D website by registering your attendance. Print it on a letter-size white board paper before the event.

- **Confirmation of Attendance for Rehearsal and Actual Graduation Ceremony**

To confirm your attendance, register through the MS form provided in the DLSU-D website. Deadline for registration is 08 November 2021. Register for the Zoom rehearsal/actual graduation ceremony and for the private FB group for the live stream of events.

1. Click on the “REGISTER HERE” bar. Follow the instructions. The OUR will approve or disapprove registrations.

2. After registration, please wait for an email containing the GPFCF and Symbolic Diploma, print them, and then return the signed GPFCF to [snmendez@dlsud.edu.ph](mailto:snmendez@dlsud.edu.ph). Please do not share the documents to anybody.

3. The link, including Meeting ID and passcode, to enter Zoom will be sent to you via the email that you will register. In order to maintain security, please DO NOT share the Zoom meeting information to others.

Registered candidates will be spotlighted live during the individual presentation of graduates. Unregistered candidates will be considered absent for the actual graduation and as a result, only these details will be shown: name, degree, and award (if applicable).

- **Registration of FB account for the FB Live stream**

Each candidate whether attending Zoom or not, and one (1) companion (a family or a friend), may log in to FB to view the events (Baccalaureate Mass/Special Awards Recognition and Graduation Rites). This is a private group and is exclusive to the candidates and companions. To register, follow these details:

1. Search for the group: DLSU-D Virtual Graduation 2021 on FB.
2. Click JOIN GROUP.
3. Wait for the group administrator to accept your request to join.

- **Participation in the Rehearsals and Actual Graduation**

Attend the rehearsals and actual graduation promptly. Everybody must enter the Zoom link one (1) hour before the start of the rehearsal.

Upon entering Zoom, follow this name format: PCODE\_PROG\_GCODE\_SURNAME, First Name, MIDDLE INITIAL (example: 03\_ARC\_1\_DELA CRUZ, Juan O.). You will then be automatically placed in the Waiting Area as the staff verifies your identity. Once verified, you will be allowed to enter the main meeting room. Your cameras must be active and your mic muted. Turn on your mic for the Alumni Pledge and singing of Alma Mater Hymn.

When your name is called, you will be spotlighted for 10 seconds. Please show your symbolic diploma. You may appear alone during your live spot. But, you are also encouraged to invite your family members or friends to be with you in the camera.

Only the FB accounts registered can access the live event in the group: DLSU-D Virtual Graduation 2021. But, other family and friends may view them with you physically. There will be a delay of a few seconds from the Zoom feed to the FB live feed, so please bear with us.

- **Re-watch of Recorded Ceremonies**

If you no longer see the FB Live feed after the event, please do not worry. Its clean, edited recording will be uploaded in the DLSU-D webpage and social media sites on a later date.



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