

COMMENCEMENT INSTRUCTIONS

Career Technologies Division

- **Graduates** arrive between 6:30 and 7:00 PM. There is no need to arrive earlier. Arriving at 6:30 pm will allow time for the parking lot to clear from the first ceremony.
- Report to the 2nd floor lobby of the Balsam Center to pick up card and line up
- Check card carefully for errors. **DO NOT LOSE CARD.**
- **Graduates assemble** by 7:20 in single line on second floor of Balsam Center
- Graduate processional will enter auditorium at **7:30 PM**
- Graduates **MUST** wear SCC blue gown to march – no specific dress or shoes required
- Graduates enter from right aisle and go to the end of the first row (14 seats per row)
- Areas for graduates will be reserved – mid section
- Remain **STANDING** upon entrance and through the invocation
- Dr. Cecil Groves will indicate when you should sit. The program should indicate guest speaker, etc...

AFTER CEREMONY IS COMPLETED – DIPLOMA PRESENTATION WILL BE AS FOLLOWS:

- The Vice President for Instructional Services, Dr. Gene Couch, will ask candidates to rise to present the class – he will certify you have met requirements and the President, Dr. Cecil Groves will confer
- All but the front row will be seated – **FRONT ROW REMAINS STANDING**
- The Marshal will indicate when the first row starts to the stage
- When the Marshal indicates your row is ready, **THE ENTIRE ROW STANDS** together and files to the stairs at the right of the stage
- Hand your card to the Faculty Representative who will announce your name (you do not get the card back)
- Move to the Vice President for Instructional Services and shake hands
- Proceed to the Chairman of the Board, Mr. Conrad Burrell, who will hand you a diploma cover (The actual diploma will be mailed in 4-6 weeks – make sure the Registrar's Office has your correct mailing address.)
- Move to the President and shake hands (Photographer will take photo)
- Exit to the left of the stage, **RETURN TO YOUR SEAT AND BE SEATED**
- Everyone stands for the benediction and Dr. Groves will indicate when students are to stand for recessional
- Graduates exit, front row first, from right aisle as platform party exits left aisle
- Exit all the way outside the auditorium to avoid a bottleneck