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**Instructions for All Divisions**

* **Graduates** arrive no later than **5:30 pm**
* Report to the 2nd floor lobby of the Balsam Center to pick up name card and line up.
* Check card carefully for errors.  **DO NOT LOSE CARD**.
* If your name is difficult to pronounce, you should let us know. We will ask you to write the phonetic pronunciation on your card.
* Graduates assemble in single line on second floor of Balsam Center.
* Graduate processional will enter auditorium at **the designated graduation ceremony time.**
* 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.
* The President will indicate when you should sit.

**At The Conclusion of the Ceremony Diploma Presentation will be as Follows:**

* The Executive Vice President for Instruction & Student Services will ask candidates to rise to present the class – he will certify you have met requirements and President 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 (you do not get the card back)
* Proceed to the Chairman of the Board who hands you a diploma cover (The actual diploma will be mailed in 6 – 8 weeks)
* 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 the President 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