



OFFICE OF THE DEAN OF STUDENT SERVICES

MEMORANDUM

TO: Graduating Students
FROM: Vicki Ferguson
Dean of Student Services
SUBJECT: SPRING 2017 ADDITIONAL GRADUATION INFORMATION AND INSTRUCTIONS
DATE: May 8, 2017

Congratulations! I have been informed by the Admissions and Records Office that you will be participating in the graduation ceremonies scheduled for **Friday, May 26, 2017 at 6:00 pm**. Please read the following memo, which contains important information about the ceremony and your student responsibilities.

LOCATION: Graduation will be held at the Richmond Memorial Auditorium, which is located at 403 Civic Center Plaza in Richmond, CA. Parking at the venue is first come, first served. Please arrive early and carpool where possible.

TICKETS: We are excited to announce that we are able to issue eight (8) guest tickets per graduate. Additional tickets may be available at the rehearsal. Tickets are required of all guests and will be collected at the door. Please provide one ticket to each person over the age of three. Children three years of age and under will be allowed to sit on an adult's lap. **Tickets will be available for pick up at the Admissions and Records Office from May 11 - 24. The Office of Admissions and Records is open Monday – Thursday, 8:00 am – 4:30 pm, and 8:00 am to Noon on Friday. We will distribute any extra tickets at rehearsal.**

ACCOMMODATIONS FOR GUESTS: If you have guests in need of special accommodations for a disability, please contact our office on or before May 21, 2017 to ensure the appropriate accommodations are in place. Please allow ten days for a sign language interpreter. Contact the office of the Dean of Student Services at (510) 215-3960 or email ebremner@contracosta.edu.

REHEARSAL: Graduation rehearsal is scheduled from 11:00 am to 1:00 pm on graduation day, Friday, May 26th, at the Richmond Memorial Auditorium. Please arrive by 10:30 am so that you can familiarize yourself with the venue. Participation in this rehearsal is **mandatory** to ensure that the ceremony runs smoothly and everyone has a positive graduation experience.

COMMENCEMENT: Commencement is a dignified ceremony that celebrates you and your academic accomplishments. It is an important that we respect the rite of passage it marks for your fellow graduates and for yourself. With that in mind, we ask that you and your guests follow the guidelines outlined below:

- Please no eating or drinking during the ceremony;
- You must remain seated at all times unless an usher has asked your row to stand;
- Family and friends must remain outside of the graduate seating area **at all times**. They are not permitted to hand you any items during the ceremony; and
- Please inform your friends and family that noise makers, balloons, beach balls, Frisbees and any other items that will create a distraction of any kind are not permitted at the ceremony. Attendees who disregard this policy may be asked to leave.

If you are planning to have dinner with your guests after the ceremony, we strongly recommend making the reservations for 8:00 p.m. or later.

Graduating students must report to the **Richmond Memorial Auditorium** no later than **5:00 pm on Friday, May 26th** dressed in your cap and gown. Children, parents, or other relatives may not enter the auditorium until it opens at 5:15 pm. Once you are in the building, you will not be allowed to leave so please bring everything you need. There is no storage for your purses, phones, etc.

PLACEMENT OF TASSEL: Graduating students place their tassels on the left side of the cap when getting dressed. Upon direction from the college president, the entire class will stand and you will move your tassel to the **right** side of the cap.

PROCESSION: We will begin to organize students for the procession at **5:30 pm**. **You will be able to sit next to whichever classmates you choose. We will not have assigned seating. Therefore, it will be important that you have your name card, distributed to you at rehearsal, with you when you walk the stage.**

At **5:45 pm** you will see our president, administrators and faculty line up for the procession into the auditorium. **At 5:55 pm the procession will begin. The graduation program will begin promptly at 6:00 pm.**

As you enter the auditorium, the ushers will assist with seating. Upon entry, **ALL GRADUATES WILL REMAIN STANDING UNTIL EVERYONE IS IN. THE USHERS WILL DIRECT YOU TO BE SEATED AFTER THE STAGE ADMINISTRATORS TAKE THEIR SEATS.**

CONFERRING OF DEGREES/CERTIFICATES: After all of the speakers have finished, our president will present the graduating class. The president will direct the group to stand. After recognizing the class, all rows except for the first two rows will be seated. The first two rows will proceed to the stage entry area. You will be asked to give your name card to the reader who will announce your name and one of your degrees or certificates. You will then walk across the stage and receive a diploma padfolio. Summer and fall graduates should have already received their diplomas. Spring candidates will receive notification to pick up their diplomas around the end of August.

After receiving your diploma padfolio, please exit the stage to the photo area where your picture will be taken by the photographer. You will then return to your seat and be seated. Please walk and be seated as rapidly as possible paying close attention to the cues from your usher.

PHOTOGRAPHS: A professional photographer will be available during graduation to photograph students as they exit the stage. If you wish to purchase a graduation photo, **PLEASE BE SURE TO SIGN THE PHOTO CARD WHICH YOU WILL RECEIVE DURING REHEARSAL AND BRING IT WITH YOU TO THE CEREMONY.** Please note that your request for a photograph cannot be honored unless this card contains your signature authorizing the release of your address to the photographer.

RECESSIONAL: Platform officials will exit FIRST followed by faculty. Graduates will exit the auditorium from the back row, in the reverse order of entrance. **Please ask your family and friends to join you outside the auditorium (NOT IN THE EXIT AREA OR IN THE AUDITORIUM LOBBY).** This will keep the flow moving. Your cooperation will contribute to a smooth ceremony.

Thank you for taking the time to familiarize yourself with these details. It is our pleasure to provide an evening ceremony which reflects the importance of your accomplishment.

CONGRATULATIONS!

VF

cc: Mojdeh Mehdizadeh
Dennis Franco
Catherine Frost
Tom Holt
Nick Dunn