



MAY 31, 2024

**Augusta** TECHNICAL COLLEGE

COMMENCEMENT NEWSLETTER



# *Congratulations Graduates*

The 2024 Graduation Ceremony is  
just around the corner!

Commencement will take place at 6:00 pm on Friday, May 31, 2024, at  
the [James Brown Arena](#).

## Rehearsal:

There will be a mandatory graduation rehearsal Thursday, May 30, 2024, at 6:00 PM.

## Day of Commencement:

Please arrive at The James Brown Arena fully dressed in academic regalia (cap, gown, tassel, and comfortable shoes) no later than 5:00 PM to receive important instructions prior to the start of the ceremony. Enter the lower level of the arena using the 8th street loading dock.

## Decorum:

- Commencement is a formal occasion where all participants wear academic regalia: cap, gown, and tassel.
- Casual business attire should be worn under the gown. Appropriate, comfortable shoes should also be worn. You will stand prior to and during the ceremony.
- The James Brown Arena has a [clear bag policy](#). Do not bring backpacks or purses into the ceremony. (A neck wallet will be provided that is large enough to hold your keys and a cell phone if needed.)
- Try on your gown several days before the ceremony to be sure of the fit, and hang it to help remove wrinkles. Wear the tassel over the right side of the cap.
- Cell phone ringers must be turned off during the ceremony.



- No gathering for group photos during the ceremony.
- No use of selfie sticks or noise makers such as cowbells, horns, megaphones, etc., will be allowed.
- Do not engage in disruptive behavior during the ceremony.
- Consumption of alcohol, smoking, using other forms of electronic, alternative smoking devices or other forms of tobacco products is prohibited.

## Guest Information:

All family and friends are welcome. Guests do not require a ticket to attend. Doors will open at 4:30 PM.

Please remind your guests:

- Bullhorns, balloons, and noise makers are not allowed.
- A [clear bag policy](#) is in effect at the James Brown Arena. Building info and JBA policies can be found online: [Augusta Entertainment Complex | James Brown Arena | Bell Auditorium](#)
- Consumption of alcohol, smoking, using other forms of electronic, alternative smoking devices or other forms of tobacco products is prohibited.
- Be sure to silence all electronic devices.



## Cap & Gown:

All graduates will receive their cap, gown, and tassel after paying the \$40 graduation fee in the Campus Store.

One (1) diploma cover will be given to each graduate at the ceremony. Additional diploma covers can be purchased from the Campus Store at a cost of \$8 per cover.

Graduates are allowed to decorate their graduation caps. Please ensure all graphics, text, photos, etc. are appropriate, and do not contain anything that may be derogatory or offensive to others.

## Honors:

Students who have achieved a program grade point average of 3.5 or higher will be designated in the Commencement program and during the ceremony as honor graduates. Students may become eligible or ineligible to graduate with honors after Spring and Summer grades are calculated; however, it may not be possible to designate these students in the graduation program due to printing deadlines. Qualifying students will receive honor cords at graduation check-in.



## Credentials:

Degrees, diplomas, and certificates for credit graduates from Fall 2023, Spring 2024, & Summer 2024 will be mailed directly from Parchment to the address that is in Augusta Technical College's Bannerweb.

Ensure that your contact information (email address, mailing address, and phone number) is up to date in Bannerweb.

It is your responsibility to ensure all contact and personal information is up to date in Bannerweb. All credentials will be mailed and e-mailed to the mailing address and e-mail address that we have in the system.

Personal contact information can be verified and updated via the College's Bannerweb system.

You may locate this information by logging into Bannerweb, then selecting the "Personal Information" tab.

To update your name and e-mail address, please submit a [Student Information Change Form](#).

## Earned Display Name:

The name on your credential will be the name as listed on your student record. If your name has changed, complete a [Student Information Change form](#), and submit proper legal documentation to support the change to the Office of Student Records.

Name change deadline: Friday, April 26, 2024.

## Accessibility & Accommodations:

We want to assist our graduates and guests requiring special assistance and provide reasonable accommodations at the ceremony. If you or your guests need an accommodation, please contact Karissa Wright, Special Needs/Disability Counselor, at (706) 771-4067/kdavis@augustatech.edu by Friday, April 26, 2024.

Handicap accessible seating is available on the concourse level of sections 102, 108, 109, 111, and on the arena floor. Due to limited seating area, only one guest can accompany those in need of handicap seating.

Hearing impaired seating will be reserved in section 122 until 15 minutes before the ceremony begins.

## Photographer:

A professional photographer will take a picture of you as you cross the stage. To ensure delivery of your proofs in a timely manner, please [register with GradImages](#). Please visit [GradImages.com](https://www.gradimages.com) for more information.

## Live Broadcast:

There will be a live broadcast via the college's Facebook page at: [Facebook.com/AugustaTechnicalCollege](https://www.facebook.com/AugustaTechnicalCollege).

## Parking:

Recommended: James Brown Arena parking lots and on streets adjacent to the Bell Auditorium.

Handicap parking: Reserved in the James Brown Arena parking lot and across from the marquee on 7th Street.

Please do not park in the U.S. Post Office or church parking lots.

## Additional Information & Questions:

If you have any questions or concerns, please email or call the Office of Student Records at [student.records@augustatech.edu](mailto:student.records@augustatech.edu) or (706) 771-5708.



*Congratulations from the President's Office,  
faculty, and staff of Augusta Technical College*

#COUGARNATION