



Graduation Newsletter

Graduation Date: Wednesday, June 15, 2011

Time: 3:00pm

Application for Graduation Participation Deadline:
Wednesday, June 8, 2011

GRADUATION

Graduation will be held Wednesday, June 15, 2011, at 3:00 p.m. at the James Brown Arena, 601 Seventh Street, Augusta, GA, 30901. All graduating students must arrive at the arena 12:30pm.

STUDENTS REQUIRING SPECIAL ASSISTANCE

Students requiring special assistance should contact the Office of Adult Education at (706) 771-4131 by Wednesday, May 25, 2011 for accommodation.

GRADUATION PARTICIPATION

Students planning to participate in the Wednesday, June 15, 2011 graduation ceremony must complete an Application for Graduation Participation form in the Adult Education Admissions Office and submit it to the bookstore on the Augusta campus by Wednesday, June 8, 2011.

ACADEMIC REGALIA

Caps and gowns are purchased according to information provided on the Application for Graduation Participation form which can be obtained in the Augusta Tech Bookstore, Building 1300 (lower level) on the Augusta campus. Each graduating student should return this form to the College Bookstore on the Augusta campus by Wednesday, June 8, 2011.

The graduation fee is \$35 (Cash, Money Order, MasterCard, Visa, or Discover) and should be paid at the College Bookstore on the Augusta campus. Payment in full is required.

GRADUATION INVITATIONS

Participating candidates for graduation will receive their graduation invitations when their Application for Graduation Participation form is completed in the Adult Education Admissions Office, located in 300 Building on the Augusta Campus. The deadline to submit Application for Graduation Participation to the Augusta Bookstore is June 8, 2011.

COMMENCEMENT DECORUM

Commencement is a solemn occasion marking a special time in a student's educational career. Those students who wish to present themselves for graduation at commencement will be expected to behave in a manner befitting the occasion. In light of the formality of commencement, all graduates should be prepared to cooperate with the College's policy on appropriate attire as outlined below:

- Bring cap and gown to rehearsal.
- During graduation caps should be worn so that the top is parallel to the floor. The tassel should be worn on the right. Graduates will be directed from the podium when to move the tassel from the right to the left.

- Women should wear dark dresses, skirts, or slacks and a white blouse with dress shoes.
- Men should wear dress shirt and tie, dark trousers, dark socks and dress shoes.
- **No** cell phones or pagers.
- Women **should not** bring purses to the ceremony.
- **No** sunglasses or chewing gum.
- **No** personal items in rehearsal or processional, there is no secure place for them.

REHEARSAL

There will be a quick rehearsal before the ceremony; therefore, it is imperative that you arrive no later than 12:30 p.m. Faculty will provide assistance before and during the ceremony and will have graduates name cards for identification purposes. Please be attentive!

MARCHING ORDER

The marching order for graduates will be determined during the graduation rehearsal; therefore, it is extremely important that all graduates arrive on time and be attentive. Students should check their name cards for accuracy and report any error(s) to a faculty marshal. Students should secure their name cards and present them to the announcer on stage during the graduation ceremony (Please make sure your name card is in your hand as you approach the stage).

PARKING

Graduating students and guests are encouraged to park in the James Brown Arena parking lots, the Bell Auditorium lot and on streets adjacent to the Bell Auditorium. Handicap parking spaces are 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 for this event. Graduates need to enter the building from the 8th Street entrance. Look for directional signs to the faculty marshal table.

Additional information on any aspect of graduation may be obtained from the Office of Adult Education (706) 771-4131.

Best wishes from the faculty and staff of
Augusta Technical College of Adult Education!

