

CHIPOLA COLLEGE
2019 Commencement Ceremony
7:00 p.m., Thursday, May 2, 2019
Dothan Civic Center

Final preparations are being made for the Chipola College 2018-2019 graduation exercise. There will be no formal rehearsal for the ceremony, instructions are listed below. Contact the Admissions and Records Office if you have any questions or concerns at (850) 718-2311.

Cap and Gown

Your cap and gown may be picked up from the College Bookstore between April 15– May 2. **Student ID or photo I.D. will be required for pick-up.** We suggest you pick-up and try on your gown immediately, to verify the correct size. Hang-up your gown for several days prior to graduation to release any wrinkles. Wear the tassel on the right side of your cap until degrees are conferred, then move tassel to the left after the President confers degrees. All participants must wear only regalia approved and reserved through the college. There is no fee for your cap and gown.

Dress and Etiquette

The Commencement Ceremony is a dignified ceremony. Decorum and courtesy is expected. You are encouraged to dress appropriately for this special occasion. Remember your shoes will show beneath the gown and you will be required to stand for a long period of time.

Location Dothan Civic Center, 126 N. Saint Andrews Street, Dothan, Alabama.

Directions entering Dothan from the south on Hwy 231:

- Continue straight, onto US 431 Bus N/US 231 Bus N/AL-1/S. Oates Street for 2.4 miles.
- Turn right onto West Main Street/US-84 Bus E/AL-52/AL12.
- Go .02 miles; take 2nd left onto North Saint Andrews Street for .04 miles.
- Civic Center will be on your right.

Photos

GradImages is the official photographer for our Commencement. You are encouraged to pre-register by visiting www.gradimages.com/preregistration. This provides the photographer with the most up-to-date contact information and ensures the delivery of your graduation proofs in a timely manner. You may register your email and up to 6 emails of loved ones who would like to share in your accomplishments by viewing and ordering photos.

Photos will be taken PRIOR to the ceremony. Students who desire an individual and/or group/family photo MUST ARRIVE EARLY. The photographer will be available between **5:00 p.m. – 6:15 p.m.** to take photos. Photos will also be taken backstage.

Graduates will report for line-up at 6:00 p.m. It is important that you arrive on time to receive last minute instructions. Students will enter line-up from the front lobby. Upon arrival you will be given a **READER CARD. HOLD ONTO THIS CARD**, as you will present this to the podium speaker to receive your **empty** diploma case. Official diplomas will be mailed 3-4 weeks after completion of your graduation requirements.

Please **leave all purses and/or personal belongings with family members or in a secure area (i.e. vehicle).** We are not equipped to provide security for these items during the ceremony.

Processional

At the appointed time Graduation Marshals will lead you to your seat. Walk naturally, but slightly slower than usual, about three feet apart. Marshals will stand at each row of seats until they are filled. Remain standing until the invocation is over. Gentlemen, please remove your mortarboards for the prayer. Carry only the READER CARD given to you during lineup. Programs will be on the chairs.

Conferring of Degrees

During the graduation ceremony, the speaker will say, “**All candidates for _____ Degree, please stand,**” **only those students will stand.** After the degree/certificate has been conferred for your group, **move your tassel from the right to the left side** of the mortarboard and then proceed to the stage or be seated, as directed by the college president.

During the course of the program, the Graduation Marshals will direct you when to stand, sit and proceed to the stage. When you approach the podium present your READER CARD and quietly whisper your name to the podium speaker. Proceed across the stage to shake hands with the President and receive your diploma case. She will place the case in your left hand and shake your right hand, pausing for a photograph. You will then exit the stage to the left and out the back stage door. The photographer will be there as you exit and will take an individual photo as you exit. Return to your seat and remain seated until the Marshals lead you from the ceremony.

Recessional

Remain standing after the benediction. (Gentlemen, **remove your mortarboard** for benediction.) A marshal will stand by each row when it is time to march out, emptying the section from FRONT to BACK in reverse order from the processional. You will be directed out the side door to the parking lot.

Honor Students

It is an academic tradition that those graduates who have excelled in their studies be recognized at graduation. The commencement program as well as eligibility to obtain honors cords will be based on the cumulative grade point average achieved at the end of Fall Semester 2018. If you are identified as an honor graduate, a gold honor cord was provided to you when you picked up your cap and gown. All courses attempted, including transfer courses, will be calculated in determining the cumulative grade point average for all purposes including the honors designation on your diploma.

Guests

The Civic Center lobby will open at 5:00 p.m. The doors for guest seating will open at 6:00 p.m. with unlimited seating; invite all your family and friends. If you have a guest with a disability, assistance with special seating will be available at the door.

Graduation Protocol

No air horns, balloons, bubbles, beach balls, or similar items are allowed in the ceremony. The use of noisemakers may be intended to show one person’s pride in a graduate, but it can also ruin the chance for another family to hear the name of their graduate announced.

Live Webcast

The Commencement Ceremony will be presented live at <https://youtu.be/68tXf3CXUdE>

Graduates will exit the building to the parking lot immediately after the ceremony.

Please make prior arrangements with family and friends to meet afterwards.

Congratulations and be safe going home!