Commencement Ceremony Procedures  
Friday, April 28, 2017  
Ceremony begins at 6:00pm Oak Pavilion

Pre-Ceremony

- Graduates must be in Carkeet Park (Oak 9 if inclement weather) between 5:00 pm and no later than 5:30 pm.
- Upon arrival, pick up your personal information card (PIC). IMPORTANT: The card is the only way the announcer can identify you and your accomplishments, you must have a PIC in order to walk to the stage.
- Faculty and stage guests can prepare in Oak 9 (Oak 12 in inclement weather) after 5:00 pm.

Processional

- At 5:30 pm a designated staff member will line the group up in pairs: Commencement speakers in front, followed by Degree recipients and then Certificate recipients.
- The same designated staff member will lead the line to the Oak Pavilion where faculty members will join the group.
- Faculty and graduates walk in pairs (meaning one faculty member and one student side-by-side), faculty on the graduate's right, and graduates on the faculty’s left. If you have asked a faculty member to walk with you, now is the time to pair up.

- At 6:00 pm a Graduation Committee volunteer will queue the orchestra to begin playing
- Stage guests, led by President of Columbia College, will enter from the right and proceed directly on stage

Stage guests:
- TBA
- Dr. Lynn Martin – YCCD Trustee
- Dr. Angela Fairchilds – College President
- Dr. Brian Sanders – Vice President of Instruction
- Dr. Melissa Raby – Vice President of Student Services
- Trevor Stewart – Vice President of College & Administrative Services

Leading the Processional

- Associate Dean of Student Equity & Success, Brandon Price
- Dean of Career Technology Education, Klaus Tenbergen
- Dean of Arts Sciences, Dr. Joseph Ryan

- Enter the Oak Pavilion through the main entrance (near the trophy case); continue up the stairway, around the mezzanine, down the opposite stairway and onto the court.

- Faculty will proceed to row of chairs on the right; graduates will proceed to chairs on the left. Degree holders fill in chairs beginning in the front, Certificate recipients fill in chairs towards the back. When you arrive at your seat, please be seated.
Program

- President of Columbia College will ask for everyone to please stand for the National Anthem. It is not necessary to remove your cap at any time during the ceremony.
- National Anthem (You may be seated).
- Columbia College President’s Welcome, Dr. Angela Fairchilds.
  - Dr. Angela Fairchilds Speech
- College President, introduces Errin Bass, Student Senate, President
  - ASCC Welcome, Errin Bass
- College President, introduces Doreen Bass, President Classified Senate
  - Classified Welcome, Doreen Bass
- College President, introduces Wendy Griffiths-Bender, Faculty Member and Academic Senate President
  - Faculty Welcome, Wendy Griffiths-Bender
- College President, introduction of Graduation Address, TBA, Class of 2017,
  - Student Graduation Address, TBA

- Presentation of Certificate Recipients Columbia College, President, Dr. Angela Fairchilds
- Back row of Certificate Recipients will stand and move to the podium to have their PIC read as they walk to the stage.
  - Que: all graduates stand to be recognized
  - Que: then everyone except the first row is seated
  - Que: graduates in the first row (who have remained standing) will proceed to podium and hand your PIC card to the faculty member standing at the side podium.
  - As your name is being read walk on the stage, a Board of Trustees member will hand you the award (take the diploma in your left hand so you may shake hands with your right)
  - walk the length of the stage and back to your seat, at that time you may be seated.
  - Que: each row will be queued to rise and proceed to the podium as the last name of the preceding row is being read.
    After everyone has been seated:

- Columbia College President, introduction of Student Farwell speech (TBA) Class of 2017,
  - Student farewell, Speech
- College President, will officially present the graduating class. Students will flip their tassels from the right to left signifying they are now graduates.
- College President will officially present the certificate recipients. Students will flip their pins right side up signifying they have now earned their certificate.
Recessional

- When the music begins, faculty and graduates will all stand
- Graduates turn to the right facing faculty and leave in the same order as you received your award. Graduates sitting on the aisle near the faculty row will lead each row out. Simultaneously, faculty will exit from their rows and proceed forward with a graduate. Ushers and staff members will assist with the recessional.

Reception

Graduates, Guests, Faculty and Staff are cordially invited to attend a reception in honor of the

Graduating Class of 2017

Immediately following the ceremony in Carkeet Park

(Oak Pavilion Mezzanine in inclement weather)