

Commencement Ceremony Procedures
Friday, May 3, 2019
Ceremony begins at 6:00 p.m. 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 p.m.**
- 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 5:00pm.

Processional

- **At 5:30 p.m.** 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 p.m. 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
- Leading the Processional
 - Associate Dean of Student Equity & Success
 - Dean of Career Technology Education
 - Dean of Arts Sciences
- 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

- 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 2019
Immediately following the ceremony in Carkeet Park*