COMMENCEMENT CEREMONY 2017
Friday, May 26, 7:30pm
BEFORE Commencement Day

Please join us for the first ever

GRAD FEST

Wednesday ~ April 19 ~ 10am—6pm
Craven Student Services Center Multipurpose Room

Free COD T-shirt for everyone who registers for Ceremony
- Purchase Cap & Gown
- Graduation Vendors
- Register to Participate in Ceremony
- Alumni Information
- Prizes
- Games

GRAND PRIZE = Apple iPad Mini (32GB)

Graduates must register to participate in the ceremony

CAP & GOWN PURCHASE

- Register to participate in the Commencement Ceremony when you purchase your cap and gown. Attire is purchased at the GRAD FEST beginning Wednesday, April 19 and will continue at the Bookstore from April 20th through Friday, May 5.
- Registration deadline is Friday, May 19. You must register by the deadline to participate in the ceremony.
- Purchase hours are Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 3:00 p.m.
- If you have not purchased your cap and gown by noon on Friday, May 5, there is no guarantee that the correct size will be available.
- Purchase price for Cap, Gown and Tassel for Associate Degree is $36.00 plus tax and are yours to keep.
- Purchase price for Cap, Gown and Cord for Certificate is $36.00 plus tax and are yours to keep.
- OPTIONAL COD Satin Sash is $26.50 plus tax.

If you borrow a former student's cap and gown you must:
1. Register your intent to participate in the ceremony at the COD Bookstore or you will not have a seat.
2. Make sure the cap and gown match the attire at the bookstore for the current year.
3. Purchase a tassel ($6.50) for current year for a degree, or your own cord for a certificate.

COD Bookstore (760) 773-2564

DO NOT DECORATE GOWNS

Only Honor Cord, Certificate Cord, Veteran Cord, COD stole, PTK stole and Transfer Medallion may be worn with the gown during the commencement ceremony. No leis or other accessories are permitted.

You will not be permitted to participate in a gown that has been altered.

CAPS

This is a celebration of your accomplishments but it is also a formal occasion. Some students wish to decorate their caps. This is permitted but please be tactful. Your decoration should not be seen from face to face view. No three-dimensional decorations.

TRANSFER MEDALLIONS

Students must attend the Transfer Recognition Ceremony to receive the Transfer Medallion to be worn in the Commencement Ceremony. Please contact 760-862-1351 for more information before May 2, 2017.
GRADUATION HONORS
Honors for Commencement is based on cumulative GPA from all colleges attended through Fall 2016. Absolutely no exceptions to this policy will be made. Letters were emailed to qualifying graduates in April. If you believe you qualify for honors, but did not receive a letter, you must contact Admissions & Records no later than Monday, April 17, 2017. There will be no change in honors status during May. Honors cords are passed out at check-in for the Commencement Ceremony.

ANNOUNCEMENTS
Graduation announcements are available for purchase in the Bookstore beginning Monday, April 19th for a cost of $1.25 plus tax each. These are announcements only; not invitations.

PHOTOGRAPHS
A professional photographer, Grad Images, will take pictures of individual graduates as they approach the stage and when they receive their diplomas. The Photographer will email proofs and order information to the graduates. Discounts are available if you pre-register your email address at http://www.gradimages.com/index.cfm?action=main.preregistration

CEREMONY CAPTIONING
For real-time captioning of the Commencement Ceremony, scan the QR code with your smart-phone.

AT HOME PREPARATION
Try on cap and gown immediately after you purchase. Return to the Bookstore immediately if anything is wrong. You may want to press/steam or hang out your gown. Rehearse donning cap and tassel. Tassel hangs on the right. You may need bobby pins to secure cap. If you purchased a stole you are encourage to secure to your gown with safety pins. You may want to take pictures before the ceremony.

SPECIAL ACCOMMODATIONS
Seating for graduates is conventional fold up chairs on grass. Captioning and ASL interpreting will be provided in a specific area. If you have a physical disability or other mobility or seating challenge which requires special accommodation we must know well in advance. Please telephone Sherry in the Disabled Students Programs and Services Office before May 3rd at (760) 773-2535 to discuss arrangements.

Congratulations!
### Commencement Day

#### REHEARSAL

All graduates are expected to attend rehearsal at 8:30 am the day of Commencement, Friday, May 26 at Boone Field (unless you have a scheduled final exam). Please print and read the rehearsal instructions prior to arrival. You are encouraged to **wear a hat or bring an umbrella** for shade. It will be sunny.

#### CEREMONY ARRIVAL TIME

*Students are required to report to the Hilb Building no later than 6:30 pm to line up for the ceremony.*

*Security is not provided* in the Hilb during the ceremony; it is important that you do not leave anything behind. It is suggested you give jackets, purses and other valuables to your guests for safekeeping, or lock them in the trunk of your car before reporting to the gym.

#### CHECK-IN

Pick up the name card you completed when you registered at the Bookstore. Students with graduation honors will receive an honor cord with your name card.

- All students were notified about their Honors status in April
- There will be no discussion about honors on the day of the ceremony. No exceptions.

#### PROCESIONAL

- You will sit next to the person directly in front of or behind you in line, unless that person is required to start a new row.
- Follow ushers’ verbal and hand directions.
- Fill each row. DO NOT SAVE A SEAT for another graduate.
- Stand in front of a seat. Remain standing until instructed at the conclusion of the *Pledge of Allegiance* and *Star Spangled Banner*.

#### RECEIVING DIPLOMA

- An usher will signal you to approach the stage.
- Hand your name card to the reader.
- When your name is called, walk across the stage toward the President.
- Receive the diploma with your left hand and shake hands with your right.
- Your picture is taken as you receive your diploma. **DO NOT** pose or face the photographer while on stage.
- Exit the stage and walk back to the same seat from which you came.

#### RECESSIONAL

At the close of the ceremony the faculty will exit Boone Field ahead of the graduates in order to congratulate students in a “recessional line”. Please do not linger at the field exit. Make arrangements, in advance, to **meet your guests outside the field** or at the Reception in the gym after the ceremony. Congestion caused by the excitement of guests congratulating graduates is a safety hazard.

#### RECEPTION

The graduation ceremony will last approximately 2 hours. A reception honoring the graduates, speakers, Trustees, and staff is hosted by the COD Alumni Association. The Reception will be held in the Gymnasium immediately following the ceremony. Photo Booth and other photo opportunities will be available.

#### DIPLOMAS

Diplomas will be mailed to the address you provided on your Degree Application approximately 6-8 weeks after final grades are posted.
### Guest Information

**COMMENCEMENT CEREMONY 2017**

**Friday, May 26, 7:30pm**

<table>
<thead>
<tr>
<th>CEREMONY CAPTIONING</th>
</tr>
</thead>
<tbody>
<tr>
<td>For real-time captioning of the Commencement Ceremony, scan the QR code with your smart-phone.</td>
</tr>
</tbody>
</table>

**PARKING**

Guest parking is first come, first served. No parking permit is required for the Ceremony. Disabled parking is available in Lot 17.

**BALLOONS / FLOWERS / GIFTS**

Balloons are not allowed in the stadium. You will be asked to tie balloons to outside fencing at your own risk. There will be gifts for sale at the event. Guests should not present any gifts, flowers or leis prior to the ceremony. *Graduates will not be permitted* to carry anything during the ceremony.

**SEATING**

Guest seating is first come, first served. Guests may sit in the football field bleachers, or guest seats set up on the grass on both sides of graduate seating.

**RECESSIONAL**

At the close of the ceremony the faculty will exit Boone Field ahead of the graduates in order to congratulate students in a “recessional line”. Please do not linger at the field exit. Make arrangements, in advance, to meet your graduate outside the field or at the reception in the gym after the ceremony. Congestion caused by the excitement of congratulating graduates is a safety hazard.

**RECEPTION**

The graduation ceremony will last approximately 2 hours. A reception honoring the graduates, speakers, Trustees, and staff is hosted by the COD Alumni Association. The Reception will be held in the Gymnasium immediately following the ceremony. Photo Booth and other photo opportunities will be available.

**SPECIAL ACCOMMODATIONS**

Seating for guests is conventional fold up chairs on grass or on bleachers. Captioning will be provided in a specific area. If you have a physical disability or other mobility or seating challenge which requires special accommodation we must know well in advance. Please telephone Sherry in the Disabled Students Programs and Services Office **before May 3rd at (760) 773-2535** to discuss arrangements.

**CHILDREN AS GUESTS**

Children are welcome to attend the Commencement Ceremony. However, you might consider that young children are often bored, restless or fussy at adult events.