Annotations - Instructions for Commencement Exercises

Monday, May 16, 2016 Ocean Center, 101 N. Atlantic Ave., Daytona Beach

Congratulations! You are now ready to prepare for the commencement ceremonies. This letter contains important information about the ceremony, but it is not a notification of graduation. Candidates for graduation are still responsible for completing all graduation requirements before actual diplomas will be released. Commencement is a formal “cap and gown” ceremony. As such, air horns and other noisemaking devices are not permitted.

Plan for the Appropriate Ceremony
· A.S, A.A.S, Certificates and Adult Education at 2 p.m.
· Bachelors and A.A. at 6:30 p.m.

Before the Ceremony
· Required caps & gowns may be purchased at Follett Bookstore locations on the Daytona Beach, DeLand and Flagler/Palm Coast campuses.
· Honors regalia will be distributed prior to the ceremony, at the Ocean Center.
· Announcements will be available online for students to print out.
http://www.daytonastate.edu/recreg/gradinfo.html
· Graduates with special needs (disability/physical limitation) should call Bruce Cook at (386) 506-4417 or Jennifer Thomas at (386) 506-3131.
· One parking pass per graduate (good for one car) is included in this instruction letter. The pass allows you to park in the parking garage north of the Ocean Center and the surface lots west of the center. Additional parking is available for a fee. Please carpool whenever possible.

Arriving at the Ocean Center
· Graduates and guests should plan on arriving no later than 12:00 p.m. for the 2 p.m. ceremony and no later than 5:00 p.m. for the 6:30 p.m. ceremony.
· Guests should enter the Ocean Center via the Main North or South entrances.
· Graduates should enter the Ocean Center via the East entrance and proceed to the Ballroom. Once inside the Ballroom, follow the signs to your degree category to obtain your name card.
· Honors regalia will be distributed inside the Ballroom. Please note that honors recognition at the ceremony will be based on your cumulative GPA at the time you apply for graduation. Your actual diploma will indicate your honors status if your GPA changes.
· After you have obtained your name card and appropriate honors regalia, please take the opportunity to visit the Job Fair taking place in the East Lobby from 11:30 a.m. – 1:30 p.m. Job recruiters will be available to discuss career opportunities with many local employers.
  ➢ Approximately 30 minutes prior to each ceremony, graduates should report to the Ballroom to line up for the processional.

During the Ceremony
· Faculty marshals will lead the student processional in two rows from the Ballroom to the graduate seating area. After commencement speeches, faculty marshals will lead each row of graduates to the right side of the stage, where you will hand your name card to the announcer.
· When your name is called, you will walk across the platform where the President and Trustees will congratulate you and hand you a diploma cover.
· Your actual diploma will be mailed to you at a date announced on the Records web page.
· You will then leave on the left side of the platform and resume your former seat until the conclusion of the ceremony.
· Graduates are expected to remain seated until the ceremony is over and they are dismissed. Please do not leave the ceremony until you are instructed to do so, as this is disrespectful to your fellow graduates, the faculty and guests.

CONGRATULATIONS TO EACH OF YOU! WE ARE PROUD OF YOU!