

**SOUTH PLAINS COLLEGE
COMMENCEMENT CEREMONY INSTRUCTIONS
SPRING 2018**

Date and Time

Commencement Ceremonies will be held on **Friday, May 11th** in the Texan Dome on the Levelland Campus. For the commencement lineup, graduates are asked to report to the Physical Education Complex by **8:45 a.m.** for the morning ceremony and **12:15 p.m.** for the afternoon ceremony.

9:30 a.m. Graduates for the following programs:

Arts & Science

- Associate of Arts

Health Occupations

- Associate Degree Nursing
- Vocational Nursing

Technical Education (Associates of Applied Science and Certificates)

- Commercial Music
- Design Communications
- Cosmetology
- Electrical & Power Transmission Technology
- Fire Technology
- Law Enforcement Technology
- Sound Technology
- Video Production Technology
- Welding Technology

1:00 p.m. Graduates for the following programs:

Arts & Science

- Associate of Science
- Associate of Arts in Teaching

Health Occupations

- Applied Rehabilitation Psychology
- Child Development
- Emergency Medical Services
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care
- Surgical Technology

Technical Education (Associates of Applied Science and Certificates)

- Accounting Associate
- Automotive Collision Repair
- Automotive Technology
- Business
- Computer Aided Drafting & Design
- Computer Information Systems
- Diesel Service Technology
- Heating, Air Conditioning & Refrigeration
- Industrial Manufacturing/Emerging Technologies
- Office Technology
- Paralegal Studies
- Real Estate

Dual Credit

- All Majors

Place

The ceremony is held in the Texan Dome on the Levelland Campus.

Lineup and Name cards

College Staff will instruct and assist you in the line-up area. This can be a confusing process with so many participants; therefore, we ask that you please listen carefully to instructions and remain in your spot once you lineup.

1. Check in at the front desk of Physical Education Building to pick up your name card. (The card will have your name and seat number. During the ceremony, you will hand the card to the announcer.)
2. The announcer will use the card to announce your name. If it will help the reader in the pronunciation of your name, please write a phonetic spelling above the printed label. If you notice an error on the name card, please let the staff member know, so that they may make the correction on your name card.
3. After you have picked up your name card, proceed to appropriate Gym number listed on your card. Each Gym will have designated rows reflecting the seating arrangements on the Dome floor. Please report to the proper row and seat number.
4. College Staff will lead you in the procession, and Campus Ambassadors will guide you to your seating row, when the ceremony begins.

Services for Graduates with Special Needs

Graduates with special needs will have access to the elevator located at the east end of the Dome to get to the Dome floor for the Processional. Please contact Linda Young at 716-2577 or Dawn Valles at 716-4675 for arrangements. For guests in wheelchairs, designated areas will be available on the upper level of the Dome. Please ask an usher for directions to the area.

Processional

The Board of Regents, followed by the Administrative Council, will lead the processional, then faculty and graduates will follow. You will march in double file. Graduates are to remain standing until completion of the Invocation, Presentation of Colors and the Presentation of the National Anthem.

Certification of Graduates

The VP for Academic Affairs will certify all graduates. You are asked to stand for the certification regardless of your degree. All graduates are certified at the same time.

Presentation of Graduates

You will proceed to the stage row by row. Campus Ambassadors will instruct you. As you proceed to the stage, you will hand your name card to the announcer. Tell the announcer EXACTLY how you want your name pronounced. When your name is read, you will cross the stage, shake hands with the Chairman of the Board of Regents and receive your diploma cover. (The cover will contain a letter explaining when you may expect to receive your actual diploma.) A professional photographer will also take your picture at that time. You will then return to your seat.

Tassel Ceremony

You are asked to stand for the Tassel Ceremony. The Dean of Admissions and Records will ask you to move your tassel to the **left** front of your cap, and then present you to the audience.

Dismissal

There will be no recessional. At the conclusion of the ceremony, you are dismissed by the VP for Business Affairs.

Suggested Attire

- Ladies- a dress. Comfortable shoes are recommended since you will walk down a set of stairs. No tennis shoes please! Please pin or sew the white collar to your gown.
- Gentlemen- dress shirt, tie, and slacks. No shorts please!
- Cap- is to be worn on top of the head, not the back. The tassel should hang from the **right** front of the cap. Policy prohibits participants from decorating their caps and gowns or wearing any accessories that are not an official element of the academic regalia.
- PTK members- wearing the PTK stole and tassel is optional.
- Military veteran- you will be issued a special cord to wear on graduation day. The cord is to recognize your service to our country.

Important Reminders

- Leave all valuables with family or friends. There is no secure place to leave items once the processional starts. Bring only your cap and gown to the line-up.
- Try on your gown prior to the ceremony. Ladies should have white collar secured to gown. Have your cap and gown on prior to arrival. Bring any pins or clips you may need to anchor your cap. The cap and gown is yours to keep.
- If you plan to complete some final course(s) at another institution to complete your South Plains College degree requirements, please remember to have an official transcript sent to SPC after completion of course work. Your graduation paperwork will be finalized at that time.
- Remind your guests that strollers are not permitted inside the Dome.

Photographs/Video

The ceremony is videotaped by the South Plains College Communications Department. The video is \$20.00, and you may place your order the day of the ceremony at the west-side ticket booth located at the main entrance of the Dome.

While friends and family are welcome to take pictures during the ceremony, only graduates will be allowed on the Dome floor during the ceremony. Please share this information with your guests. Ushers will monitor this area to keep it clear. A designated area on the Dome floor will be available for picture taking after the ceremony. A professional photographer, will take a picture of each graduate as they are recognized on the platform. Information on how to place orders, will be available at the commencement. You are under no obligation to purchase the photographs.

Commencement Etiquette

The conferring of academic degrees is a tradition that dates back to the 12th century and is regarded as an important rite of passage for students and their families. While commencement is a time for celebration, please remember this long and respected tradition, and approach the ceremony with proper decorum and respect.

Honor Graduates

Honor graduates are recognized during the ceremony. A notation is also made by their name in the program.

Requirements: Student must have completed at least 45 college-level hours towards an Associate Degree or 10 college-level hours towards a Certificate. If you have questions about the requirements, please stop by the Admission and Records office, located in the Student Services Building.

1 = Highest Honors, 4.0 GPA

2 = Honors, 3.85 – 3.99 GPA

Graduation Regalia

Levelland campus graduates- you may pick up your cap and gown in the Admissions and Records office in the Student Services building. Reese, Plainview and Lubbock Center graduates- you may pick up your cap and gown in the Admissions and Records office in Building 8 at the Reese Center.

Diplomas

Your diploma will be mailed to you approximately six to eight weeks, after final grades for all students have been reported to the Admissions and Records office, and your graduation requirements have been reviewed and approved by the instructional dean.