



Graduation Newsletter  
Graduation Date: Friday, January 8, 2010

Application for Graduation Participation Deadline: Friday, November 13, 2009

### GRADUATION

Graduation will be held Friday, January 8, 2010, at 7:00 p.m. at the James Brown Arena, 601 Seventh Street, Augusta, GA, 30901. All graduating students must arrive at the arena between 4:45 p.m. and 5:15 p.m., immediately proceed to the faculty marshal table inside the 8<sup>th</sup> Street entrance, pick up their name cards and honor cords (if noted) and be seated in the front of the arena.

### STUDENTS REQUIRING SPECIAL ASSISTANCE

Students requiring special assistance should contact the Office of Student Records at (706) 771-5708 by Friday, November 13, 2009 for accommodation.

### GRADUATION PARTICIPATION

Students planning to participate in the Friday, January 8, 2010 graduation ceremony must submit their Application for Graduation Participation form to the bookstore of either the Augusta or branch campuses by Friday, November 13, 2009.

**ANY STUDENT NOT PLANNING TO PARTICIPATE IN THE GRADUATION CEREMONY MUST COMPLETE A REQUEST FOR DIPLOMA FOR NON-PARTICIPANTS FORM.**

Using this form, the student can request that he or she be contacted when his or her diploma is ready to be picked up (must supply contact number(s)). This form may be obtained from the Office of Student Records on the Augusta campus or the Admissions Office on the branch campuses.

### ACADEMIC REGALIA

Caps and gowns are purchased according to information provided on the Application for Graduation Participation form which may be obtained in the Office of Student Records, Building 1300 on the Augusta campus, or the Admissions Office at the Thomson or Waynesboro campuses. Each graduating student should return this form to the College Bookstore of any campus by Friday, November 13, 2009.

The graduation fee is \$35 (Cash, Check, Money Order, MasterCard, Visa, or Discover) and should be paid at the College Bookstore on any campus. Payment in full is required.

### GRADUATION INVITATIONS

Participating candidates for graduation will receive their graduation invitations when their Application for Graduation Participation form is submitted to the Office of Student Records on the Augusta Campus or the Bookstore on the branch campuses.

### NAME ON DIPLOMA

The name on the diploma will be the name of record in the Office of Student Records. If your name has changed, you need to complete an official name change form which can be downloaded from the Registrar/Student Records website at the following URL:

<http://www.augustatech.edu/StudentRecords/documents/nameAddressChangeForm.pdf>

You may also pick up this form from the Office of Student Records on the Augusta campus or the Admissions Office on the branch campuses.

This form needs to be completed with the proper legal documentation supporting the name change (adoption, divorce, marriage) attached. The form and legal documentation needs to be delivered in person to the Office of Student Records on the Augusta Campus or the Admissions Office on the branch campuses. The deadline to complete a name change for the June graduation ceremony is Friday, November 13, 2009.

### DIPLOMA COVERS

Each participating candidate for graduation will receive a diploma cover at the ceremony. The cost for the cover is included in the \$35 graduation fee.

Non-participating candidates may purchase a cover at a cost of \$8 per cover. The fee may be paid to the College Bookstore on any campus. Augusta students may pick up their covers from the Office of Student Records, Building 1300. Thomson and Waynesboro students may request that their covers be sent to the desired campus.

### PHOTOGRAPHS

A professional photographer from "The Picture Man" will be present at the graduation ceremony. All graduates will be photographed and will receive a free color proof by mail from the photographer. There is no obligation on the part of the graduate to order pictures. Pay only for the prints you order after inspecting your proof. Advance payment is not required. Your graduation photo is covered by a 100% money back guarantee from the photographer. If you have any concerns regarding your graduation pictures, please contact the Picture Man at 1-888-353-7565.

### COMMENCEMENT DECORUM

Commencement is a solemn occasion marking a special time in a student's educational career. Those students who wish to present themselves for graduation at commencement will be expected to behave in a manner befitting the occasion. Guests will also be expected to maintain decorum commensurate with this type of event. In light of the formality of commencement, all graduates should be prepared to cooperate with the College's policy on appropriate attire as outlined below:

- Come to graduation dressed in cap and gown.
- Graduation caps should be worn so that the top is parallel to the floor. The tassel should be worn on the right. Graduates will be directed from the podium when to move the tassel from the right to the left.
- Women should wear dark dresses, skirts, or slacks and blouse with dress shoes.
- Men should wear dress shirt and tie, dark trousers, dark socks and dress shoes.
- No cell phones or pagers.
- Women should not bring purses to the ceremony.
- No sunglasses or chewing gum.

### REHEARSAL

There will be a quick rehearsal before the ceremony; therefore, it is imperative that you arrive no later than 5:15 p.m. Faculty marshals will provide assistance before and during the ceremony and will have badges for identification purposes. Please be attentive!

### MARCHING ORDER

The marching order for graduates will be determined during the graduation rehearsal; therefore, it is extremely important that all graduates arrive on time and be attentive. Students should check their name cards for accuracy and report any error(s) to a faculty marshal. Students should secure their name cards and present them to the announcer on stage during the graduation ceremony (Please make sure your name card is in your hand as you approach the stage).

## HONORS

Students graduating with honors will be designated in the graduation program. These honors are based on the program grade point average at the end of summer quarter. Some students, however, may also become eligible or ineligible to graduate with honors after fall quarter grades are compiled. (It is not possible to designate these students in the graduation program.) Qualifying students will receive their honor cords the evening of graduation.

As noted in the Fall 2009 College Catalog, [www.augustatech.edu/catalog/Catalog.pdf](http://www.augustatech.edu/catalog/Catalog.pdf), p. 31, "Honor Graduates"... Degree and diploma graduates who have achieved a program grade point average of 3.5 or higher are recognized at graduation as honor graduates.

## PHI THETA KAPPA (PTK)

- Phi Theta Kappa, established in 1918, is nationally acclaimed and recognized by the American Association of Community Colleges as the official honor fraternity of two year colleges. To receive a Phi Theta Kappa golden stole and tassel to wear at graduation, students must be paid members of Phi Theta Kappa, must be enrolled in an associate degree program, must have had a 3.5 cumulative grade point average upon joining, and must have maintained a 3.2 cumulative or program grade point average upon graduation. Phi Theta Kappa stoles and tassels will be distributed by the advisors the evening of graduation during the line-up.

## NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

- National Technical Honor Society is nationally recognized and serves schools and colleges throughout America since 1984. The society awards scholastic honors for excellence in workforce and technical occupational education. To receive the National Technical Honor Society white stole and tassel to wear at graduation, students must be paid members of the National Technical Honor Society, must be enrolled full-time in a diploma program, must have maintained a 3.5 cumulative grade point average, and must have received a faculty recommendation. National Technical Honor Society stoles and tassels will be distributed by the advisors the evening of graduation during the line-up.

## GUESTS

Due to the length of the ceremony (approximately two hours), it is recommended that children under seven (7) years of age not attend. If you have guests who need special accommodations, please let the Office of Student Records know before the graduation ceremony.

## PARKING

Graduating students and guests are encouraged to park in the James Brown Arena parking lots, the Bell Auditorium lot and on streets adjacent to the Bell Auditorium. Handicap parking spaces are reserved in the James Brown Arena parking lot and across from the marquee on 7<sup>th</sup> Street. Please do not park in the U.S. Post Office or church parking lots for this event. Graduates need to enter the building from the 8th Street entrance. Look for directional signs to the faculty marshal table.

Additional information on any aspect of graduation may be obtained from the Office of Student Records (706) 771-5708.

Best wishes from the faculty and staff of  
Augusta Technical College!

