Graduation Newsletter

May 10, 2017
GRADUATION
Graduation will be held Wednesday, May 10, 2017, at 7:00 p.m. at the James Brown Arena, 601 Seventh Street, Augusta, GA, 30901. All graduating students must arrive at the arena by 4:00 p.m. Students should immediately proceed to the faculty marshal table inside the 8th Street entrance, pick up their name cards, and proceed to the rear of the arena.

Doors will open for guests at 6:00 PM. Guests must enter through the 7th Street entrance.

STUDENTS REQUIRING SPECIAL ASSISTANCE
Students requiring special assistance should contact the Office of Student Records at (706) 771-5708 by Friday, April 14, 2017 for accommodation.

GRADUATION PARTICIPATION
Students planning to participate in the graduation ceremony must submit their Application for Graduation Participation form to the Office of Student Records in the 1300 building on the Augusta campus, or the Admissions Offices on branch locations by Friday, April 14, 2017.

The graduation fee is $35 is payable at the bookstore on each campus. No partial payments will be accepted.

Graduates who do not wish to participate in the ceremony may request their diploma by filling out a Request for Diploma form. An Application for Graduation or Request for Diploma may be obtained from the Office of Student Records on the Augusta campus or the Admissions Office on the branch campuses.

ACADEMIC REGALIA
Caps & Gowns are provided for students who have been approved to participate and have submitted their graduation fee. Regalia will be available for pick up at the campus bookstore.

GRADUATION INVITATIONS
Each participating candidate for graduation will receive 10 commemorative invitations for the ceremony at the each campus. Invitations will be available for pick up with your regalia in the campus bookstore.

DIPLOMA NAME
The name on your diploma will be the name of record in the Office of Student Records. If your name has changed, you will 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/documents/forms/Student_information_change.pdf

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

The name change form must be accompanied with the proper legal documentation supporting the name change (adoption, divorce, marriage) attached. The form and legal documentation will need to be delivered in person to the Office of Student Records on the Augusta Campus or the Admissions Office at the branch locations. The deadline to complete a name change for the May graduation ceremony is Friday, April 14, 2017.
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, Waynesboro, and Grovetown students may request that their covers be sent to the desired campus.

PHOTOGRAPHS
GradImages will be photographing all graduates at the upcoming graduation ceremony. To sign up in advance, visit their website at www.gradimages.com, and click on Pre-Event Email Registration. You may enter your email address and the addresses of up to 6 others who would like to share in your accomplishment by viewing and ordering your photos. By submitting your information to them early, you can rest assured knowing that photo samples will be quickly and conveniently provided to you and all others registered as soon as they are available after the event. If you have any questions please contact GradImages at (800)261-2576.

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 a white collared blouse with dark dress shoes.
• Men should wear a dress shirt and tie, dark trousers, dark socks and dark dress shoes.
• No cell phones, pagers, or other electronic devices.
• Women should not bring purses to the ceremony.
• No sunglasses or chewing gum.

REHEARSAL
There will be a rehearsal before the ceremony; therefore, it is imperative that you arrive no later than 4:00 p.m. The rehearsal is an important part of ensuring that our ceremony goes well for our graduates and their families.

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 errors 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 fall semester. Some students may also become eligible or ineligible to graduate with honors after Spring grades are calculated, however it is not possible to designate these students in the graduation program due to printing deadlines. Qualifying students will receive their honor cords the evening of graduation.

In accordance with the Augusta Technical College catalog, degree and diploma graduates who have achieved a program grade point average of 3.5 or higher are recognized at graduation as honor graduates.

ELIGIBILITY
The May 2017 Graduation Ceremony will include graduates from the following terms:

Fall 2016
Spring 2017
Summer 2017

Please note that Summer 2017 graduates who wish to participate in commencement exercises must participate in the May 2017 ceremony. Summer 2017 graduates will NOT be eligible to participate in the 2018 graduation ceremony!

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 7th Street. Please do not park in the U.S. Post Office or church parking lots for this event. If there is another event scheduled for the area on the night of graduation, parking fees will be waived if you show the parking attendant a graduation invitation or your cap and gown. Graduates need to enter the building from the 8th Street entrance. Guests should enter through the 7th Street entrance.

ADDITIONAL INFORMATION AND QUESTIONS
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!