

Online Rehearsal – Commencement Information – CCD – May 2018

Thank you for viewing this online “rehearsal” for the CCD Commencement ceremony.

It is exciting to anticipate the celebration of this milestone in your academic achievements. Congratulations! We are looking forward to a wonderful ceremony honoring you for your accomplishments.

The CCD Commencement Ceremony will be held at DU Magness Arena, 2240 E Buchtel Blvd. – look for the gold Williams tower



At the beginning of the rehearsal you will receive a name card which will be used to read your name and degree/certificate as you cross the stage to receive your “diploma”. Please treat this card as your ticket to the Commencement Ceremony and be sure to bring it with you. If you cannot attend rehearsal you can pick up the card when you arrive in the evening.

Ima Graduate

Associate of General Studies
Certificate:
Nurse Aide
Center: CTE

Photographers will be taking your photo as you receive your diploma. <small>We will send complimentary e-mails and proofs of your commencement photos.</small>	
School: _____	
Name: _____	
Permanent address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	
Permanent e-mail: _____	
Parent's e-mail: _____	
You may provide alternate contact information for family residing at a different address	
Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
E-mail: _____	
To help you get the correct photo, please fill in the following:	
<input type="checkbox"/> Male	<input type="checkbox"/> Beard
<input type="checkbox"/> Female	<input type="checkbox"/> Moustache
Hair Length: <input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	
Hair Color: _____	

- Please do not fold the card – do not lose it.
- Be sure the back section is completed as it will be used by the photographer to contact you about photo proofs and purchase.

This presentation will instruct you on the line-up by Centers, the walk to the arena, seating in the arena, receiving your diploma and the recessional from Magness. First we have several reminders for you regarding the ceremony –

- Please wear business attire (slacks and shirt, or skirt and blouse). Wear appropriate shoes as they will show under the gown. All graduates must wear the CCD purple caps, gowns and tassels
- Please allow ample time for parking and walking to the venue – parking lots open at 5:00 p.m. Parking lot 108 is the main parking lot for Magness. It is located at Buchtel and Josephine. If it fills you will be instructed to the next available lot. See www.ccd.edu/Commencement for a map of other lots available. Please park only in designated areas to avoid ticketing or towing of your vehicle.
- **Do NOT bring purses, backpacks etc. to the ceremony as no storage space is available – you will not be allowed to carry any items in the processional**





Graduates will enter at the lower level doors shown above. Guests will go up the stairs for the seating level entrance. Handicapped guests may enter the lower level doors and use the elevator.

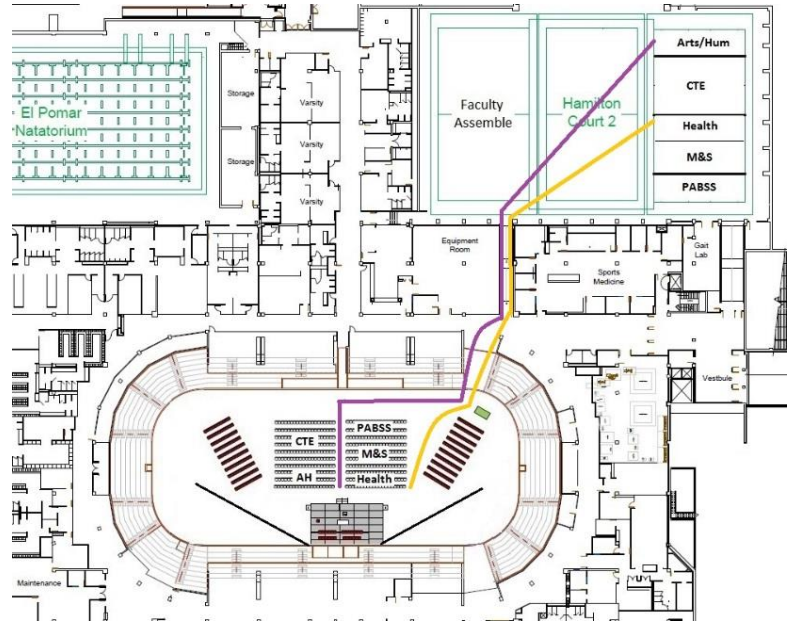
- There will be a quick security check as you enter the venue
- Visiting locker rooms A and B will be available for your use
- Be seated in your Center area by 6:00 p.m. Your center will be indicated in the lower right hand corner of your name card. Signage will be hung at the back for each center.
- **Those who arrive after the processional line departs the gym, or do not have their cap and gown, will forfeit the opportunity to participate in the Commencement ceremony.**



We will leave Hamilton Gym promptly at 6:45 for the walk to the arena

Processional (purple and gold lines in diagram)

Your tassel should be on the right of your cap to begin. It is moved to the left when instructed after all graduates have received their diplomas at the ceremony.



- When you enter the arena Student Marshals will direct you to your rows for seating – please do not leave any empty seats and move into the row quickly. **Trust the count of the Marshals.**
- Remain standing until instructed to be seated. Pick up program on chair before sitting.

The Commencement Ceremony will include the playing of the National Anthem - men should remove their caps although veterans may salute instead.

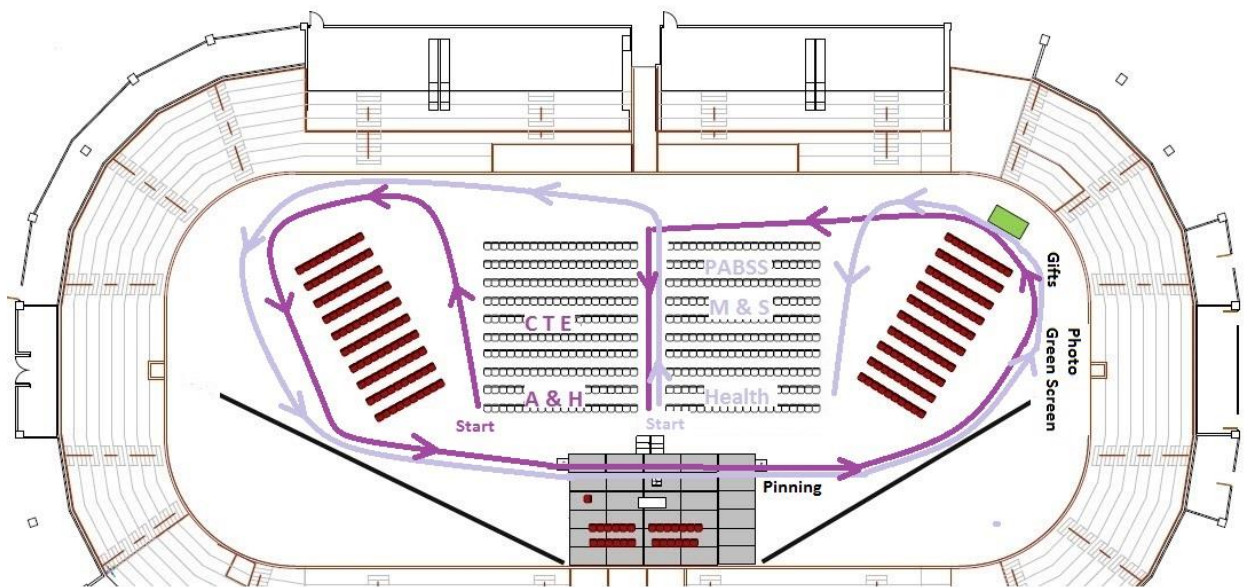


There will be a welcome and introduction of stage guests, a speech by the Student of the Year Award recipient and a Commencement Address. Then diplomas will be presented to each graduate.



Presentation of the diplomas

- Student Marshals will signal you by rows to approach the stage. Graduates from Arts and Humanities will go first followed by Career and Technical Education – dark purple line. Then the Health Sciences, Math & Science and Performing Arts, Behavioral and Social Sciences will follow (light purple line)



Diploma Handshake/Photo Line - will begin with side of front row of Arts & Humanities and continue through CTE (dark purple line) - line will cross stage, pause for photo, receive gift and return to seats up center aisle. When A&H/CTE are completed Health Sciences will start down center aisle, behind A&H/CTE seating and follow same path they did until they have passed behind faculty seating then they will return to their seats from the side.

- When you reach the Name Card Reader podium hand your name card to the reader – be sure it has the side with your degree/certificate on the top side and the wording is right-side up for the reader



- After your first name is read begin walking up the ramp toward President Freeman who will present your diploma and shake your hand. (The reader will continue with the rest of your name and the degree or certificate(s) you have earned.) Accept your diploma with your left hand and shake with your right hand. A photo will be taken of this handshake.
- You will also shake hands with Theresa Peña of the State Board for Community Colleges and Occupational Education, and with the Dean for your Center



An additional photo will be taken in front of a back drop after you leave the stage (green screen on left below) – please hold your diploma as instructed for the photo
(Note: Your Lifetouch photos will be available online at events.lifetouch.com approximately 10 days after Commencement)



- After your photo you will pass a table where you will receive a 50th Anniversary memento compliments of the CCD Foundation.
- Return to your seat

Please note: At the ceremony you will actually receive a diploma cover. Summer and Fall 2017 graduates already received their diplomas. Spring candidates will receive their diplomas **after** grades have posted and each award can be individually audited. This is NOT an automatic process and can take several weeks. As the awards are posted they can be viewed on the unofficial transcript in CCDConnect. An official transcript can then be ordered that will show the degree or certificate award. Spring diplomas will be available for pick up in late June. Those not picked up will be mailed in early July. You will receive an email with specific dates.

Recessional

- Rise when signaled and wait for the marshals to cue your row to exit. Graduates will exit after stage guests and faculty have left the arena.
- As you return to Hamilton gym you will be cheered by CCD faculty and staff who will line the hallway



- You, your family and guests are invited to join us for a 50th Anniversary Reception in Hamilton Gym



Congratulations!

Reminders for Your Guests

Please make sure your guests are aware of the following reminders:

- Allow ample time for parking and walking to the venue – parking lots open at 5:00 p.m. There will be no charge for parking in our designated event lots
- Parking lot attendants and Campus Guides will be available to assist you
- There will be a quick security check as guests enter the venue – no balloons will be allowed into the Ritchie Center
- Magness Arena will open at 5:30 p.m..
- The ceremony will start promptly at 7:00 p.m. – please plan to be seated by that time
- Your family and friends may take photographs of you from their seats; they will not be allowed in the stage area. A professional photographer will take 2 photos of each grad as they receive their diploma and exit the stage

Questions? www.ccd.edu/Commencement

Email ccd.orr@ccd.edu

Call 303-556-2420

