

**2 0 2 4**  
**GRADUATION**  
**CEREMONY**  
**BULLETIN**

**Friday, May 3, 2024**  
**Doors Open 12:30 p.m.**  
**Rehearsal 12:45 p.m.**  
**Ceremony 3:00 p.m.**

North Charleston  
Coliseum

5001 Coliseum Drive  
North Charleston, SC 29418

**GRADUATION CEREMONY REMINDERS**

- March 18 was the deadline for cap and gown orders and for names to be published in the program.
- The TTC Bookstore will notify you through your my.tridenttech.edu email in March when caps and gowns are available for pickup.
- Graduation is a formal occasion. Dress appropriately in professional or semi-formal clothing and your TTC cap and gown with tassel on the right.

**\*Wear comfortable shoes for standing and walking.**

- Only graduates dressed in appropriate attire and 2024 TTC regalia can participate in the ceremony.
  - Phi Theta Kappa and Alpha Mu Gamma graduates with a 3.5 cumulative GPA have TTC approval to wear PTK national honor society stoles, medallions and cords.
    - Phi Theta Kappa graduates contact Phi Theta Kappa headquarters at 1.800.946.9996 or online at [www.ptk.org](http://www.ptk.org) to order material.
    - High school graduates are eligible to wear the single white cord purchased from the Bookstore.
    - VA Cords are issued by the Financial Aid/Veterans Assistance office.
    - No other stoles or cords are permissible.
- **Childcare is NOT available** at the rehearsal or the ceremony. Please plan accordingly.

### MANDATORY REHEARSAL & LINE-UP

**Dress rehearsal: 12:45 p.m. on Friday, May 3**

**Do not arrive late.** Enter the Coliseum through the Montague Avenue (SOUTH) entrance ONLY. (Doors open at 12:30 p.m.) After entering the Coliseum, follow the signs to the Coliseum floor and **be seated for rehearsal by 12:45 p.m.**

- Arrive for rehearsal dressed in your cap and gown.
- Do not bring any personal belongings into the Coliseum. No storage space is available.
- Cell phones must remain off or in your car during the ceremony.
- Limited restrooms are available. Plan your time accordingly.
- After rehearsal, go to the assigned area where your faculty marshal will be lining up the graduates.

### PROCESSIONAL LINE-UP

Immediately following rehearsal, faculty marshals assigned to each program of study will line up the graduates.

Upon the announcement of your program of study during rehearsal:

- Follow your faculty marshal for your placement in the processional line.
- Your faculty marshal will distribute your **NAME CARD** and any academic honors you are receiving.
- **Do not lose or alter your name card and keep it with you at all times** to ensure the correct announcement of your name when you go across the stage.
- If any printed information on your name card is incorrect, tell your faculty marshal.
- Once the faculty marshal places you in line, remain in your assigned position. A restroom break is fine, but do not leave the Coliseum and be in your position ready to process and receive your row assignment no later than 2:45 p.m.

### CEREMONY PROTOCOL

The processional begins promptly at 3:00 p.m. **Late graduates cannot enter the processional line after the ceremony begins and will not be allowed to participate.** The ceremony lasts approximately two and a half hours. You must remain in your position for the entire ceremony.

### PROCESSIONAL

The graduate line-up is alphabetical by academic division, academic program and graduates by last name. Student marshals will direct you onto the Coliseum floor and a TTC Graduation Committee member will guide you into each row. *Follow the directions of all student marshals and Graduation Committee members to avoid seating errors.* It is important that graduates fill all seats in each row of graduate seating as indicated by the Graduation Committee member. Sit in the row assigned to you within your program of study. Enter your assigned row following the graduate in front of you. **DO NOT SKIP A SEAT.** There are no extra seats.

### AWARDING OF DEGREES, DIPLOMAS, & CERTIFICATES

The Vice President for Academic Affairs presents the candidates for associate degrees first, and then presents the candidates for diplomas and certificates. Listen carefully to the announcer's instructions about standing and sitting. Student marshals will direct all candidates to the stage. *Follow the directions of the student marshals.*

**Hand your NAME CARD to the announcer's assistant before going up the stairs to the stage.** At the announcement of your name, cross the stage, receive your diploma cover and shake hands with your academic dean, cross the stage, **return to your assigned row and be seated for the remainder of the ceremony.**

### RECESSIONAL

When the ceremony ends, the President's Party and faculty exit first, followed by the graduates. Student marshals exit the graduates to disperse outside the Coliseum at the EAST entrance – the covered walkway to the convention center. Do not congregate at the door; keep moving outside away from the building.

## OTHER IMPORTANT INFORMATION

### GUESTS

- The graduation ceremony is open to the public.
- There is no limit to the number of your guests.
- Guests should arrive at least thirty minutes before the ceremony begins.
- Guests must monitor children in their care.
- Guests are not allowed to access the Coliseum floor.
- **IMPORTANT bag policy at the Coliseum!**
  - Only clear bags (14x6x14), Small clutch purse (4.5x6.5) or diaper bag with child allowed. No other bags are allowed.
- Coliseum staff check all bags and purses before guests enter the Coliseum.

# BAG POLICY: NO BAGS/BACKPACKS ALLOWED

In accordance with North Charleston Coliseum & PAC security guidelines, fans are only permitted to carry the following bags into the venue:



**CLEAR BAG**  
(14" x 6" x 14")



**SMALL CLUTCH PURSE**  
(NOT TO EXCEED 4.5" X 6.5")



**DIAPER BAG**  
(MUST BE ACCOMPANIED BY CHILD)

### PUBLIC SAFETY

Uniformed and plain-clothes police officers from TTC's Public Safety Department and the North Charleston Police Department are on duty at the ceremony. Emergency medical technicians are also on site. If an emergency occurs during the ceremony, follow the directions of TTC officials and the Coliseum event staff.

### DISABILITIES INFO

Students requiring special assistance or accommodations for the ceremony must contact Germaine Rivers, 843.574.6013 or TTY 843.574.6351 well before the day of the ceremony. Advance notice is necessary to make appropriate arrangements for accommodations.

- *Disability parking* is located in Parking Lot A (see map).
- *The elevator* for guests is available at the SOUTH entrance of the Coliseum. Coliseum staff will escort guests requiring accommodations to accessible seating.

- Reserved seating is available for hearing impaired close to the interpreter on stage. *Companion seating with guests requiring accommodations is limited to one companion.* Additional family members sit in the Coliseum's general seating. This is based on a first come, first served model.

## **PHOTOGRAPHER**

GradImages | 800.261.2576

Pre-Event Email Registration | [www.gradimages.com](http://www.gradimages.com)

GradImages photographers will take a photograph when you approach the stage stairs, when you receive your diploma cover and when you exit the stage.

Graduates, family, and friends can view photos online by pre-registering at [www.gradimages.com](http://www.gradimages.com). Photos are available for viewing and ordering online, or by mail, fax, or phone. If you indicated on your graduation application to provide your [my.tridenttech.edu](mailto:my.tridenttech.edu) email address to the photo company, you will receive a free proof of your photos by email five to seven business days after the ceremony.

## **DIPLOMAS**

Graduates receive a TTC diploma cover, not the actual credential during the graduation ceremony. Four to six weeks after completing your program of study, the Registrar's Office will mail diploma to the address on file.

## **REMINDER TO GRADUATES WITH STUDENT LOANS**

Graduates with student loans must complete exit counseling. Go to <https://studentaid.gov/exit-counseling/> today to complete your exit loan counseling and receive information about your rights and responsibilities as a student loan borrower.

## **QUESTIONS?**

Contact [graduation@tridenttech.edu](mailto:graduation@tridenttech.edu) or review information at [www.tridenttech.edu](http://www.tridenttech.edu) > Student Resources > Student Life > Graduation. Please contact TTC's Public Safety Department at 843.574.6053 with security or safety concerns.

## **PARKING (See Map Below)**

- \* Graduates park in Lot A at the North Charleston Coliseum (see map below).
- \* Parking is free for graduates and guests.
- \* The Coliseum doors open at 12:30 p.m.
- \* Guests enter the Coliseum from either the SOUTH or NORTH entrance.

# North Charleston Coliseum/Convention Center/Performing Arts Center/Montague Terrace

## PARKING GUIDE

