GRADUATION CEREMONY REMINDERS
- February 28 was the deadline to order cap and gown. Late fees now apply.
- A limited amount of announcements are available in the TTC Bookstores.
- The TTC Bookstore will notify you through your my.tridenttech.edu email in mid-April 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 in appropriate attire and 2017 TTC regalia can participate in the ceremony.
  - Phi Theta Kappa and Alpha Mu Gamma graduates with a 3.0 cumulative GPA have TTC approval to wear PTK national honor society stoles. Phi Theta Kappa graduates contact Phi Theta Kappa headquarters at 1.800.946.9996 or online at www.ptk.org to order honor stoles.
  - Alpha Mu Gamma graduates contact their advisors to order honor cords.
- No childcare is available at the rehearsal or the ceremony.

MANDATORY REHEARSAL & LINE-UP
Dress rehearsal: 5:30 p.m. on Friday, May 5
Do not arrive late. Enter the Coliseum through the Montague Avenue (SOUTH) entrance ONLY. After entering the Coliseum, follow the signs to the Coliseum floor and be seated for rehearsal by 5:30 p.m.
- Arrive for rehearsal dressed in your cap and gown.
- Do not bring any personal belongings into the Coliseum. No secure storage space is available.
- Cell phones must remain off or in your car during the ceremony.
- Limited restrooms are available. Plan your time accordingly; the processional begins promptly at 7:00 p.m.
- After the ceremony begins, remain in your assigned seat to ensure the announcement of your name during the conferral of degrees.

PROCESSIONAL LINE-UP
Immediately following rehearsal, faculty marshals assigned to each program of study will line-up the graduates. At the announcement of your program of study during rehearsal:
- Follow your faculty marshal for your placement in the processional line.
- Your faculty marshal distributes 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, do not leave the Coliseum and be in your position ready to march and receive your row assignment no later than 6:50 p.m.

CEREMONY PROTOCOL
The ceremony begins promptly at 7:00 p.m. Late graduates cannot enter the processional line after the ceremony begins. The ceremony lasts approximately one and a half to two hours. The college expects you to remain in your position for the entire ceremony.

Out of respect for your fellow graduates and the college administration who honored you as you went across the stage, do not leave the Coliseum floor before the ceremony and recessional ends.

PROCESSIONAL
Student marshals lead the processional in the following order: TTC President’s Party; Academic Deans; then the graduates. The graduate line-up is alphabetical by academic division, academic program and graduates by last name. The first graduate in each row of seats will receive a card with the row number assignment for seating before marching onto the Coliseum floor. Student marshals direct you to your row. Follow the directions of all student marshals to avoid seating errors. It is important that graduates fill all seats in each row of graduate seating. 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.

CONFERRAL OF DEGREES
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 associate degree candidates to the stage. Follow the directions of the student marshals. At the conclusion of associate degree conferrals, student marshals will lead diploma and certificate graduates to the stage.

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 the TTC President, cross the stage, return to your assigned row and be seated for the remainder of 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 email your my.tridenttech.edu student email account to notify you when your diploma is available for you to pick up. If you have not picked up your diploma after two weeks of receiving an email, the Registrar’s office will mail your diploma to your mailing address on file.

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.

GUIDELINES FOR 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, including graduates’ children, cannot access the Coliseum floor.
- Coliseum staff check all bags and purses before guests enter the Coliseum.
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.

ACCOMMODATIONS
Students requiring special assistance or accommodations for the ceremony must contact Jim Orgel, 843.574.6362 or TTY 843.574.6351 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. Companion seating with guests requiring accommodations is limited to one companion. Additional family members sit in the Coliseum’s general seating.

PHOTOGRAPHER
GradImages | 800.261.2576
Pre-Event Email Registration | www.gradimages.com

GradImages photographers 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. 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 email address to the photo company, then you will receive a free proof of your photos by email five to seven days after the ceremony. Guests should remain in their seats since a professional photographer is on site.

REMINDER TO GRADUATES WITH STUDENT LOANS
Graduates with student loans must complete exit counseling. Go to www.studentloans.gov today to complete your exit loan counseling and receive information about your rights and responsibilities as a student loan borrower.

QUESTIONS?
Contact records@tridenttech.edu or review information at www.tridenttech.edu > Student Resources > Student Life > Graduation. Please contact TTC’s Public Safety Department at 843.574.6053 with security or safety concerns.

NORTH CHARLESTON COLISEUM
On the day of the Graduation Ceremony:
* Graduates must arrive for rehearsal by 5:30 p.m.
* Graduates park in Lot A at the North Charleston Coliseum (see map below).
* Guest parking is available in other Coliseum lots or at Tanger Outlet Mall with bus shuttle available.
* Parking is free for graduates and guests.
* The Coliseum opens at 5:00 p.m.
* Guests enter the Coliseum from either the SOUTH or NORTH entrance.

Friday, May 5, 2017
Rehearsal 5:30 p.m.
Ceremony 7:00 p.m.

North Charleston Coliseum
5001 Darius Rucker Blvd.
North Charleston, SC 29418