

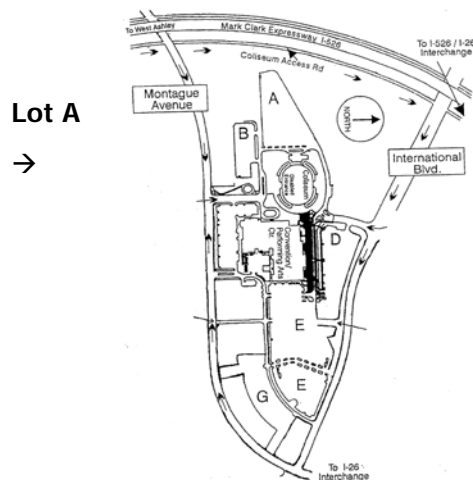
## PARTICIPATION REQUIREMENTS

Fall 2008, Spring 2009 and Summer 2009 graduates participating in the graduation ceremony on May 8:

- March 2 was the deadline for cap, gown and announcement orders. Late fees now apply.
- Cap and gown orders are available for pick-up in the TTC Main Campus Bookstore in mid-April.
- Graduation is a formal occasion. Dress appropriately in professional or semi-formal dark clothing, dark shoes and TTC cap, gown and tassel. Only graduates in appropriate TTC regalia can participate.
- TTC's Graduation Committee approves national honor society regalia based on established criteria. Only Phi Theta Kappa and Alpha Mu Gamma graduates with a 3.0 cumulative GPA have TTC approval to wear national honor society regalia.
- Phi Theta Kappa graduates contact Phi Theta Kappa headquarters at 1.800.946.9996 or on-line at [www.ptk.org](http://www.ptk.org) to order honor stoles.
- Alpha Mu Gamma graduates contact their advisors to order honor cords.

## NORTH CHARLESTON COLISEUM

On May 8, graduates must arrive before 5:30 p.m. and park in Lot A of the North Charleston Coliseum. Parking is free for graduates and guests. The Coliseum opens two hours before the ceremony at 5:00 p.m. The ceremony starts promptly at 7:00 p.m. and lasts approximately two hours.



## MANDATORY REHEARSAL & LINE-UP

**Dress rehearsal: 5:30 p.m. on Friday, May 8.**

**Do not arrive late.** Enter the Coliseum through the south entrance ONLY (closest to Montague Avenue) and follow the signs to the arena floor of the Coliseum. Enter the arena floor area and **be seated for rehearsal by 5:30 p.m.** There is no assigned seating for rehearsal. Sit close to the stage to hear the ceremony instructions entirely.

- Arrive for rehearsal dressed in cap and gown.
- Do not bring any personal belongings into the Coliseum. No secure storage space is available.
- Cell phone use prohibited during the ceremony. Cell phones must remain off or in your car.
- Access to restroom facilities is limited.

## SEATING ASSIGNMENT

Immediately following rehearsal, faculty marshals assigned to each program of study direct the line-up of the graduates. At the announcement of your program, follow your faculty marshal into the hallway where your faculty marshal will place graduates in line for the processional. The 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 insure the correct announcement of your name when you go onstage. If any printed information on your name card is incorrect, tell the faculty marshal. Once the faculty marshal places you in line, remain in your assigned position and do not leave the coliseum.

## PROCESSIONAL

**The processional begins promptly at 7 p.m. Graduates cannot enter the processional line after it begins. You are required to remain in your position in line for the entire ceremony.**

Student marshals direct the processional in the following order: TTC President's Party, faculty and graduates. The processional enters the arena down the center aisle. Student marshals direct you to your row. Remain standing until after the invocation.

## CONFERRAL OF DEGREES

The Vice President for Academic Affairs presents the candidates for associate degrees first and asks them to stand. Student marshals then direct the movement of the associate degree candidates to the stage. **You will hand your name card to the announcer's assistant when you reach the bottom of the stairs leading onto the stage.** When your name is announced, cross the stage, receive your diploma cover and shake hands with the College President. Tassels remain on the right side of your graduation cap. Return to your seat and be seated.

The Vice President for Academic Affairs will then present the candidates for diplomas and certificates and ask them to stand. Candidates for diplomas and certificates will proceed as noted above.

## DIPLOMAS

You receive a TTC diploma cover, not your actual diploma during the graduation ceremony. The Registrar's Office mails diplomas four to six weeks after you complete your program of study.

## RECESSIONAL

At the end of the ceremony, the President's Party and faculty exit first, followed by the graduates. Graduates exit under the direction of the student marshals and disperse outside the Coliseum at the east entrance (under the covered walkway to the convention center). Do not congregate at the door; keep moving away from the building.

## FAMILIES AND GUESTS

The graduation ceremony is open to the public, and the number of guests you may invite is open. Seating for your guests is located in the upper concourse level. In fairness to all guests, we ask guests not to reserve seating. Guests are responsible for monitoring their children and valuables. Guests, including children, cannot access the Coliseum floor at any time.

## SECURITY & SAFETY

Uniformed and plain-clothes police officers from TTC's Public Safety Office and the North Charleston Police Department are on duty at the ceremony.

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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.

### **DISABILITY ACCOMMODATIONS**

Students or guests with disabilities requiring special assistance during the ceremony must contact Jim Orgel, 574.6362, Deborah Freel, 574.6013, or TTY 574.6351. Advance notice is required to make appropriate arrangements for special needs.

Parking for guests with disabilities is located in Parking Lot A (refer to map on reverse side). An elevator for guests with disabilities is located ONLY at the south entrance of the Coliseum. Wheelchair seating is located in sections 114 and 128 with companion seating on rows G and H. Companion seating in the reserved sections is extremely limited and is based on arrival time and availability.

### **PHOTOGRAPHER**

Commencement Specialists, Inc.  
[www.photograds.com](http://www.photograds.com) | 866.572.0199

A Commencement Specialists, Inc. photographer takes a candid photograph when you receive your diploma cover and as you exit the stage. Graduates can view their photos online and also email proofs to their family and friends at [www.photograds.com](http://www.photograds.com). Photos are available for viewing and ordering online, or by mail, fax or phone. If you indicated on your graduation application to have your mailing address provided to the photographer, then you will receive a free proof of your photos in the mail five to seven days after the ceremony. Guests are encouraged to remain in their seats since a professional photographer is on site.

### **QUESTIONS?**

Contact [records@tridenttech.edu](mailto:records@tridenttech.edu) or review information at [www.tridenttech.edu/4194.htm](http://www.tridenttech.edu/4194.htm). Please contact TTC's Public Safety department at 574.6053 with security or safety concerns so that they can arrange necessary precautionary measures.

Trident Technical College  
P.O. Box 118067, AM-M  
Charleston, SC 29423-8067



# **2 0 0 9 GRADUATION CEREMONY BULLETIN**

**Friday, May 8, 2009**  
**Rehearsal 5:30 pm**  
**Ceremony 7:00 pm**

North Charleston  
Coliseum  
5001 Coliseum Drive, North Charleston, SC

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