



MEMO

To: Graduates Participating in the 2019 Commencement

From: Amy Noel, Executive Dean of Student Development

Date: April 5, 2019

RE: Graduation – Friday, May 17, 2019

Time: 6:00 p.m. – **Graduates must arrive by 5:00 p.m. to walk in the procession**

Location: Fike High School Auditorium

500 Harrison Drive

Wilson, NC 27893

Congratulations on your achievement! We look forward to recognizing your accomplishment at the College's upcoming Commencement Ceremony. Please read the following information carefully to ensure that your graduation is an enjoyable and rewarding experience. If you have any questions, please contact a member of the Student Development team at (252) 246-1281, or visit us in Building F.

REQUIREMENTS – All candidates for graduation must meet the following requirements:

- Meet all academic requirements for their major, OR have an approved plan to complete all major requirements, by the end of the Summer 2019 semester.
- Meet all financial obligations to the College and return all College property by the end of the Spring 2019 semester. **Students with outstanding accounts are not eligible to graduate and cannot participate in the ceremony.**
- Pay \$25 graduation fee to the Business Office – required for all graduates. Proof of payment is required to order your cap and gown.
- Order and pay for cap and gown through the College bookstore.
- Complete a [graduate survey online](http://www.surveymonkey.com/r/DFFGDNY) (www.surveymonkey.com/r/DFFGDNY). **Proof of completion is required to pick up tickets for graduation.** You may print the confirmation page or show a screen shot from your mobile device when you pick up your tickets.
- **Federal loan exit counseling** – federal regulations require all federal loan borrowers to complete exit counseling requirements no more than 30 days prior to the end of their enrollment. Graduates with direct loans who have not completed exit counseling by the end of their last semester, will not be able to receive their degree/diploma or transcripts. Please contact Candace Brewer, Financial Aid Assistant Director/Direct Loan Officer, at (252) 246-1417 or cbrewer@wilsoncc.edu for more information.

TICKETS:

- The Fike H.S. auditorium is the largest indoor facility in the county, but seating must be limited based on the number of participating graduates.
- **Each participating graduate will be issued up to three (3) guest admission tickets, beginning April 15 through April 26.** If you do not need all 3 tickets, please leave unused tickets in Student Development.
- **If you do not pick up your tickets by April 26, you will forfeit your three guest tickets.**
- Unclaimed tickets (2 per graduate) will be available on a first-come, first-served basis on **May 1 at 8:00 a.m. and 5:00 p.m.** in Student Development (F-100). **Please note there may not be any unclaimed tickets to distribute.**
- **Guests MUST provide a ticket to be seated in the auditorium and should enter by 5:45 p.m.** to avoid disrupting the ceremony. Guests without an admission ticket will be directed to overflow seating in the gymnasium, where the ceremony will be broadcast via live audio/video.

DEGREES:

- Degrees and diplomas are not given out during the graduation ceremony.
- Graduates will be notified by mail when their degree/diploma is ready for pickup.
- Students who need to update their mailing address should do so prior to the end of the semester, in Student Development.

DRESS:

- Graduation is a formal ceremony, therefore, we request that graduates dress neatly and appropriately for the dignity of the occasion and **wear suitable shoes that do not create a tripping hazard.**
- Hang your gown up for several days prior to the ceremony, to reduce wrinkling from packing. Please follow any directions that may be included regarding ironing and care.

GRADUATION CEREMONY ETIQUETTE:

- Graduates and guests are expected to conduct themselves in a manner befitting the dignity of the event. Shouting, inappropriate applause, and excessive movement distract from the solemnity of the ceremony.
- Out of respect for others, guests should not cross in front of the stage for photographs during the ceremony.
- **Balloons are not allowed in the Fike H.S. auditorium. Flowers and gifts cannot be presented to graduates until after the ceremony.**

HONOR CORDS & STOLES:

- Only College-approved regalia may be worn during the graduation ceremony.
- Honor cords for graduates with academic honors and stoles for College-recognized honor societies will be distributed in the Fike H.S. cafeteria. **Please be sure to pick up any regalia you may be entitled to wear.**

LINE UP AND PROCESSION:

- Graduates meet in the Fike H.S. cafeteria no later than 5:00 p.m. **Graduates arriving after 5:00 p.m. may not be allowed to walk in the procession.**
- Leave keys, purses, and personal belongings locked in your car or with a family member.
- When you arrive, locate your academic program area (designated with signs) and pick up a name card that will be used to announce your name on stage.
- The procession line up will form no later than 5:30 p.m. and the ceremony will begin promptly at 6:00 p.m.
- Marshals will lead the graduates into the auditorium and direct them into the appropriate seating rows in the middle of the auditorium. **No one will be allowed to join the procession once graduates have entered the auditorium.**

ORDER OF CEREMONY:

- Marshals will lead graduates to the stage stairs. You will walk up the stairs and hand your name card to the Vice President for Academic Affairs, who will read your name card as you walk across the stage to be congratulated.
- Exit the stage on the opposite side and return to your row/seat.
- Marshals will lead graduates out of the auditorium at the end of the ceremony.
- **Do not stop in the hallway outside the auditorium; follow the marshals outside.** In the event of inclement weather, you will be led to the gymnasium.

DISABILITY ACCOMMODATIONS:

- Graduates or guests needing special accommodations for the ceremony, such as wheelchair accessible seating or other services, should contact Jesse Sykes, Special Populations Counselor, at (252) 246-1230 or jsykes@wilsoncc.edu.
- **Please present any requests for accommodations no later than May 3, so that every reasonable effort can be made to provide the appropriate services.**