

**INSTRUCTIONS FOR PARTICIPATION IN THE
2022 NIACC GRADUATION CEREMONIES**

1. **CAP AND GOWN** - Caps and gowns, Tassels, Cords and PTK Stoles may be picked up at the **Muse Norris Conference Center – NC180** on the following dates:
MONDAY, MAY 2 - 9:00 A.M. - NOON
TUESDAY, MAY 3 - 1:00 P.M. - 3:00 P.M.

NOTE: IF YOU ARE UNABLE TO MAKE THESE TIMES, PLEASE STOP BY THE RECORDS OFFICE ON EITHER WEDNESDAY (MAY 4) OR THURSDAY (MAY 5) BETWEEN 8:00 A.M – 5:00 P.M.

YOU WILL NOT BE ALLOWED IN THE CEREMONY WITH ANY TYPE OF WRITING OR SYMBOLS ON THE TOP OF YOUR MORTARBOARD (CAP). PLEASE RESPECT THIS RULE!

2. **TIME AND PLACE – RECREATION CENTER – LOWER COURTS LEVEL:**

Graduates need to arrive at the times listed below in red for their respective ceremony:

CEREMONY 1 – CAREER TECHNICAL – 2:15 P.M. (CEREMONY BEGINS AT 3:00 P.M.)
CEREMONY 2 – ARTS & SCIENCES – 4:45 P.M. (CEREMONY BEGINS AT 5:30 P.M.)

There is parking available in the parking lot west of the Careers Building where we suggest that the graduates park, giving our visitors more space in the east parking lot.

3. **NAME CARDS** - There will be tables in the lower level (on the basketball courts) of the Recreation Center where you will pick up a card with your name printed on it. Please complete the information requested on the card for the photographer. **THIS CARD WILL THEN BE USED TO ANNOUNCE YOUR NAME AS YOU CROSS THE STAGE TO RECEIVE YOUR GRADUATION COVER. (Borden Plunkett, our name announcer at each ceremony, will be available in this area if you wish to visit with him about your name pronunciation.)**
4. **PHI THETA KAPPA GRADUATES** will pick up your stoles at the time you pick up your cap and gown. Stoles will also be available in the Recreation Center near the location set up to distribute name cards immediately before the ceremonies. **After the ceremony, please return your stole to Sandy Harrington - Phi Theta Kappa representative in the east gym lobby upon exiting the ceremony (by the concession stand).** If stoles are not returned after the ceremony, there will be a hold placed on your academic record.

YOU MAY KEEP YOUR CAP, GOWN AND TASSEL.
5. **INTERNATIONAL GRADUATES** will be wearing a ribbon with a pin attached that depicts the flag of their country along with the flag of the United States. The flag of their country will also be displayed in the east gym lobby area. The international graduates will also be

recognized during the commencement ceremony. The ribbons/pins will be picked up in the Recreation Center in the same area the name cards are picked up. **THE RIBBONS/PINS CAN BE KEPT AS A GIFT FROM THE COLLEGE.**

6. **NIACC will livestream the commencement ceremonies** on the NIACC YouTube channel. To view, follow the link provided on the NIACC graduation web page or go to www.youtube.com/user/myniacc in your web browser on May 6, 2022 at each ceremony start time.

THERE WILL BE SIGNS AND NIACC STAFF (WEARING NIACC ID BADGES) TO HELP DIRECT YOU WHEN YOU ARRIVE IN THE RECREATION CENTER.

CEREMONY

You will process from the Recreation Center to the east entrance of the gymnasium where the ceremony will take place. (There will be staff directing you.)

PROCESSIONAL

After the processional music ("Pomp and Circumstance") begins to play, the Administration, Board Members, Legislators and Faculty will march in first and will proceed to their seats on the stage and front rows of the floor seating (They will remain standing). **The graduates will follow in two columns led by Lisa Vance and Dr. Rachel McGuire entering in both doors on each side of the gym and will proceed to the first row of seating on the floor and ushered into the rows following.** **PLEASE REMAIN STANDING THROUGHOUT THE PRESENTATION OF COLORS BY THE COLOR GUARD, THE NATIONAL ANTHEM AND UNTIL DR. STEVEN SCHULZ, NIACC PRESIDENT, COMES TO THE PODIUM.** He will direct you to be seated and will begin the program.

There will be a program placed on each graduate's chair. Please follow the ceremony program for your respective ceremony.

The presentation of the degrees will be made by Dr. Steven Schulz, NIACC President. Borden Plunkett, our name announcer, will indicate to the ushers and graduates when to approach the stage. The front row should stand and proceed to the stage from the right side of the stage. You will hand Borden Plunkett (the name announcer) your name card as you cross the stage to receive your award cover. Dr. Schulz will hand you your diploma cover while being photographed. You will exit the stage, where another photo will be taken and then **return to your seat where you will be seated at once.**

During the first ceremony (3:00 p.m.), the Associate Degree Nursing students, Practical Nursing Students and the Medical Assistant students will all receive their pins before going on stage.

RECESSIONAL - (Follow the direction of Lisa Vance and Dr. Rachel McGuire.)

As soon as the recessional music begins, **those seated on the stage will be the first to exit out the west gym door.** Graduates will exit the outside aisles, the last rows in the gym recess first, out the east gym doors (where you processed in). Every other row will be ushered out the

two east gym doors respectively.

REMINDER:

A professional photographer will be taking pictures of each graduate as they receive their award cover and as they exit the stage. The photographer has requested that we tell the graduates **to be sure and look at the photographer** when receiving their diploma cover from Dr. Schulz on stage. The graduates will have the opportunity to purchase their photos if they choose.

THOSE RECOGNIZED IN THE COMMENCEMENT CEREMONY WILL BE:

**HALL OF FAME GRADUATE CANDIDATES
PHI THETA KAPPA GRADUATE CANDIDATES
NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS GRADUATE CANDIDATES
OUTSTANDING ATHLETES/SCHOLARS
AMBASSADOR SCHOLARSHIP RECIPIENTS
INTERNATIONAL GRADUATE CANDIDATES**

NOTE TO MIDYEAR GRADUATES PARTICIPATING IN THE CEREMONY:

Since you will be receiving an additional diploma cover as you cross the stage, and the fact that you have already been mailed one with your actual degree/diploma, we would appreciate it if you could return the cover received at the ceremony to a NIACC staff member after the ceremony.

DIPLOMA INFORMATION:

When crossing the stage at commencement you will receive the NIACC blue diploma cover only. Your degree, diploma or certificate insert will be mailed to you approximately 10-12 weeks after graduation or after you complete your requirements.

TRANSCRIPT REQUEST INFORMATION

If you wish to have a final transcript released after you graduate, either stop at the Records Office (Administration Building) and fill out the appropriate form or go to the NIACC website (www.niacc.edu) and click on "Student Life", then click on "Transcript Request Form."