

Commencement Instructions

Fall 2011



Darton College
Albany, Georgia

COMMENCEMENT INSTRUCTIONS

Fall 2011

The Fall commencement exercise will be in the Physical Education Complex on December 13, 2011 beginning at 7:00 p.m.

The Physical Education Complex will be open for audience reception at 6:15 p.m. The musicians will begin playing for audience pleasure at 6:30 p.m. ***Students, Grand Marshall and Marshalls should report to their assigned area no later than 6:15 p.m.***

The Allied Health Division will conduct a Pinning Ceremony in the Physical Education Complex from 3:00 p.m. to 4:00 p.m.

The Nursing Division will conduct a Pinning Ceremony in the Physical Education Complex from 4:30 p.m. until 6:00 p.m.

Detailed instructions are attached as appendices. Please review them in order that this exercise might be conducted with the dignity, beauty, and precision which have become the hallmarks of the Darton College commencement exercise.

Appendices:

1. Instructions for Candidates
2. Presenting Candidates and Conferring Degrees

COMMENCEMENT INSTRUCTIONS
Appendix 1
Instructions for Candidates

1. **FUTURE:** Graduation does not mean the end of your academic life at Darton. You may re-enroll when you wish and will receive an invitation for the next term; however, after you have missed one term, you must notify the Registrar's Office well in advance of your re-enrolling.

2. **DRESS:**
 - a. Women: Wear dark colored shoes. Please keep in mind that you will be walking across campus and across stage. Flips flops are highly discouraged due to safety reason. Keep caps on throughout the exercise. Do your hair so the cap will go on top of the head and not on the back of the head. It will look better and will be more stable and secure.

 - b. Men: Shirt, tie, trousers, socks, and shoes will be exposed. A white or light-colored shirt, dark tie, dark trousers, dark socks and dark shoes will be in good taste. Flips flops are highly discouraged due to safety reason. A coat need not be worn under your gown. Watch President Sireno regarding removing caps. When he removes his cap, you remove yours. Wear the cap on top of the head - not on back of the head.

 - c. Tassel: Tassels remain on the left throughout the exercise. This is a souvenir tassel which you may remove from the cap and keep after the exercise.

3. **DECORUM:** A college commencement exercise is a dignified, colorful, and meaningful occasion. Guests should be encouraged to come to share with you in the culmination of this educational experience; however, vocal interaction between graduates and guests during the exercise is in poor taste.

4. **SCHEDULE:**

Wednesday, December 7

Students may pick-up their cap and gown from C-266 during the following times. If you are unable to pick them up during these times, please contact Nicole Horn at 229-317-6745. See link for campus map: <http://www.darton.edu/visitors/maps/201111-campusmap.pdf>

Wednesday, December 7: 10:00 a.m. – 6:00 p.m.

Thursday, December 8: 10:00 a.m. – 6:00 p.m.

Friday, December 9: 10:00 a.m. – 4:00 p.m.

Monday, December 12: 12:00 a.m. – 4:00 p.m.

Monday, December 12, 6:45 p.m.

Rehearsal for graduates, musicians, Marshal, Associate Marshals, and platform participants. Casual dress is okay. ***Bring these instructions with you.*** Rehearsal should not last more than one hour. **Report to C Building (Student Center) Room 148. Please look for signs directing you to the correct location.**

See link for campus map:

<http://www.darton.edu/visitors/maps/201111-campusmap.pdf>

Tuesday, December 13, 6:15 p.m.

Graduates report to **C Building (Student Center), Room 148** , with all regalia. *Please look for signs directing you to the correct location.*

6:30 p.m. Musicians begin 30 minutes of pre-exercise music.

7:00 p.m. Commencement exercise begins. The student processional will form in the C Building-Student Center and proceed to the entrance of the Arena. On cue from Andi Frierson, the ushers will remove the ribbons from the reserved sections. On second cue, the musicians will begin the processional music.

The exercise will last approximately one and one half hours.

Reception The Darton College Foundation and the Student Government Association will sponsor a reception in the Student Center immediately following the Commencement Exercise. The reception is to honor the graduates. All faculty and graduates, their families and friends and guests of Darton College are invited and encouraged to attend.

5. **REGRETS:** All candidates who have not been given permission to be absent from the exercise should plan to participate in the exercise unless notified by the Registrar that you are not eligible to participate. **DO NOT DECIDE TO BE ABSENT WITHOUT CALLING THE REGISTRAR'S OFFICE, 229-317-6745** (Ms. Nicole Horn).

6. **DIPLOMAS:** Empty diploma covers will be presented during the exercise. Diplomas will be mailed to all graduates, including those who were permitted to graduate in-absentia. *Allow eight to ten weeks for these to arrive.*

7. **PHOTOS:** Family and friends may take photographs during any part of the exercise and may attempt to maneuver into good position so long as there is not interference with the exercise. A commercial photographer will be available, positioned in front of the stage and will photograph each graduate as he/she receives the diploma. These photographs may be purchased by arrangement between the graduate and the photographer. The quality is good and the cost is reasonable.

The pinning ceremony and graduation will be videotaped and played on TCI channel 19. Dates and times for these ceremonies are posted below.

Live video and audio stream will be available for the pinnings (Allied Health @ 3:00 & Nursing @4:30 pm) and graduation (7:00 pm) ceremonies. They can be viewed at <http://online.darton.edu/graduation>. In order to watch, it is necessary to have Real Player installed on the computer. This can be downloaded for free at www.real.com. An active Internet connection is also required.

Friday, December 16, 2011 – Tuesday December 22, 2011

8:00 am and 4:00 pm Allied Health

9:00 am and 5:00 pm Nursing Pinning

10:00 am and 6:00 pm Commencement

COMMENCEMENT INSTRUCTIONS
Appendix 2
Presenting the Candidates and Conferring the Degrees

As part of the pre-processional line-up procedure, each candidate will be given a card bearing his/her name and honors information as appropriate. Candidates will hand this card to the appropriate Dean just prior to receiving his/her diploma or certificate. Candidates will be presented to the President by the Vice President for Academic Affairs by type of degree to be received, then each will go forward to receive the diploma or certificate as his/her name is called.

Dr. Barnette: "Will the candidates for the Associate of Arts degree please rise. (PAUSE) President Sireno, on behalf of the faculty I am pleased to present the candidates for graduation and to certify that each has satisfied the requirements for the Associate of Arts degree."

President Sireno: "By virtue of the authority vested in me by the Chancellor and by the Regents of the University System of Georgia, I confer upon each of you the Associate of Arts degree pertinent to your academic major." (MOVE TO RIGHT OF LECTERN)

Dean: "Please be seated. (PAUSE) The graduates will rise and come forward to receive their diplomas as their names are called. The names of those graduating in absentia will be omitted." (REGISTRAR MOVES TO DIPLOMA TABLE TO ASSIST.)

Student Procedures

First row will rise when their degree type is called, and, led by first graduate, proceed to floor lectern. Each graduate will hand name card to the appropriate Dean. Names will be read from these cards, each graduate presenting his/her card in turn. Second row will rise as first row returns to original seats.

- a. To receive diplomas, first row rises as Dr. Barnette finishes his second statement. Graduation Marshall will direct next row when time to rise. When row is filled, first row sits down, third row stands, and so on. The idea is to maintain a constant flow with only two rows standing at a time and to maintain an endless line from the standing row to the Dean.
- b. Graduates reach for diploma with left hand and reach for President's hand with right hand.
- c. A commercial photographer will snap a photo as the diploma is received and once the graduate leaves the stage.
- d. Student will return to next available open seat in their row.

Dr. Barnette: "Will the candidates for the Associate of Science degree please rise. (PAUSE) President Sireno, on behalf of the faculty I am pleased to present the candidates for graduation and to certify that each has satisfied the requirements for the Associate of Science degree."

President Sireno: "By virtue of the authority vested in me by the Chancellor and by the Regents of the University System of Georgia, I confer upon each of you the Associate of Science degree pertinent to your academic major."

Dean: "Please be seated. (PAUSE) The graduates will rise and come forward to receive their diplomas as their names are called. The names of those graduating in absentia will be omitted."

Please see above for student procedures

Dr. Barnette: "Will the candidates for the Associate of Science in Health Careers degree please rise. (PAUSE) President Sireno, on behalf of the faculty I am pleased to present the candidates for graduation and to certify that each has satisfied the requirements for the Associate of Science in Health Careers degree."

President Sireno: "By virtue of the authority vested in me by the Chancellor and by the Regents of the University System of Georgia, I confer upon each of you the Associate of Science in Health Careers degree pertinent to your academic major."

Dean: "Please be seated. (PAUSE) The graduates will rise and come forward to receive their diplomas as their names are called. The names of those graduating in absentia will be omitted."

Please see above for student procedures

Dr. Barnette: "Will the candidates for the Associate of Applied Science degree please rise. (PAUSE) President Sireno, on behalf of the faculty I am pleased to present the candidates for graduation and to certify that each has satisfied the requirements for the Associate of Applied Science degree."

President Sireno: "By virtue of the authority vested in me by the Chancellor and by the Regents of the University System of Georgia, I confer upon each of you the Associate of Applied Science degree pertinent to your academic major."

Dean: "Please be seated. (PAUSE) The graduates will rise and come forward to receive their diplomas as their names are called. The names of those graduating in absentia will be omitted."

Please see above for student procedures

Dr. Barnette: "Will the candidates for the Certificate please rise. (PAUSE) President Sireno, on behalf of the faculty I am pleased to present the candidates for certification and to certify that each has satisfied the requirements for the Certificate."

President Sireno: "By virtue of the authority vested in me by the Chancellor and by the Regents of the University System of Georgia, I confer upon each of you the Certificate pertinent to your academic major."

Dean: "Please be seated. (PAUSE) The certificate candidates will rise and come forward to receive the certificate as their names are called. The names of those graduating in absentia will be omitted."

Please see above for student procedures

Marshalls will direct students out of a arena at the end of the graduation ceremony. Stage party exits first.