

## Important Graduation Ceremony Information:

1. In order to register for participation in the Graduation Ceremony all fees owed to the College, including the \$15 graduation fee, must be paid in full. Fees may be paid at all College campuses.
2. Please respect the Selkirk College **Safe-Scent Policy**. Scented products may cause dangerous health reaction in individuals with environmental/chemical sensitivities.
3. Graduation occurs over the lunch hour. Lunch is **not** provided, so please ensure that you eat a bigger breakfast or bring a snack to have before the Ceremony starts. Food is **not** allowed in the Graduation facility. Check-In opens at 11:30 am, and the Grad Tea, including light snacks, will begin at 3:00 pm.
4. Keep your valuables at home or with guests. **Do not carry** any personal belongings. Coats may be kept in the gown room but not purses. A limited amount of lockers will be available.
5. **11:30 - NOON, and NO later! Please Check-in** at the front entry of the College, where you will be given a card with your name, program, and number. It is **VERY important that you keep this card with you**, as it will be used to identify your position in the Grad ceremony.
6. **NOON – 12:15: After Check-In, go directly to the Gown Room** to get your gown and cap (mirrors and bobby pins will be provided in your Captain's Room).
7. **12:15 – 12:30:** After the Gown Room, you will be directed to **your designated Captain's Rooms** in preparation for the line-up. It takes about ½ an hour, to organize everyone in sections according to their program. Late arrival may not allow you to sit with your class during the Ceremony. Also, the later you arrive the more difficult parking will be.
8. **Beginning at 12:30 and no later**, the Captains will lead you in numerical order to the corridor in front of the cafeteria/staff lounge. There, the admissions staff will arrange you as per your program and the number on your card.
9. **At 12:55** you will be lead into the Gym. **You MUST remain in the order as per your card.**
10. Pipers will lead you to the stage where ushers will show you to your seats.
11. After the Graduation Address, by program, you will be asked to line up behind the curtain. here you will give your card to a staff member. The card will allow you to be announced onto the stage for presentation of your participation certificate.
12. When your name is called proceed on stage. You will receive your certificate and shake hands with the dignitaries on the right, and then with the Dean on the left. Walk down the stairs where you will be congratulated by the School Chairs and faculty from your school.
13. **Take your seat and stay seated** until the graduation ceremony is complete. Please do **not** get up and have pictures taken, visit with relatives, or leave early.
14. At the end of the Graduation Ceremony, the Pipers will pipe you out for group pictures.
15. Immediately after the group and your own individual picture taking, it is **very** important for you to return your gown. **Please do not take them home with you as this will result in an additional charge of \$300.00.** Transcripts, certificates and diplomas cannot be released until all grades are received and fees paid.

**Grad Tea will follow in the Pit.**