Cincinnati State Technical and Community College Commencement

Instructions

PLEASE READ CAREFULLY BEFORE COMMENCEMENT

The Commencement Ceremony will be held on Sunday, May 3, at 3:00 p.m. at the Cintas Center at Xavier University.

All graduates should park in the C-1 lot on the west side of the arena or the R-1 lot on the north side of the arena. Enter the Cintas Center at the west/Kohlhepp entrance. You will be directed to the staging area in the Ballroom when you enter the Cintas Center. Graduates should report in cap and gown. Only graduates and Cincinnati State faculty and staff will be allowed in the graduate staging area.

Family and guests should park in the C-2 lot on the west side of the arena and enter the Cintas Center at the Main entrance located at the south end of the arena. Parking for all students and guests is free. For a map of the Cintas Center complex, please click on the following link: http://www.cintascenter.com/documents/directions-to-the-cintas-center-with-map.pdf

Graduates, please give all accessories that you do not plan to bring through commencement (i.e. purses, satchels, etc.) to relatives or friends for safekeeping. There are no facilities for checking articles during the ceremony.

Cintas Center doors will open at 1:30 p.m. Plan to arrive early. When you reach the Ballroom, you will line up by division and program. You will be in alphabetical order within your program. Cincinnati State faculty and staff will assist graduates in getting lined up and distributing name cards. You will hand your name card to the reader at the podium who will use it to call your name and any honors you may have earned. The first person in line in each program will also receive a card with the program name typed on it. Please be in line no later than 2:30 p.m.

The processional will begin promptly at 3:00 p.m. The processional order: 1) The Platform Party, 2) The Faculty and Staff and 3) The Candidates for Graduation.

Upon reaching your seat, remain standing until the processional is complete and during the singing of the National Anthem followed by the prayer and meditation.

Remain seated through the greetings, the student address, faculty remarks, the Distinguished Alumnus Award, the Honorary Degree presentation, and the Commencement Address.

Next will come the degree presentations. The order of divisions to receive degrees and certificates is Business Technologies, Center for Innovative Technologies, Humanities and Sciences, and Health & Public Safety. The exercise is the same for each division and is as follows:

The Provost will introduce the Dean of the first division. The Dean will request that all candidates for degrees and certificates in that division to rise and step forward. Ushers will direct students to the stage. As graduates go to the stage a Cintas Center employee will scan their name cards. The first graduate in each program will hand the reader the white program card, as well as their name card. Each graduate thereafter will hand the reader their name card. Wait until your name is read and then move to the center of the stage to shake hands with the President and Board member. Your photo will be taken with the President. Continue across the stage to receive the diploma cover. Accept the diploma cover with the left hand, shake hands with the right, and
proceed down the opposite stairs where another photo will be taken. Ushers will direct you to proceed back to your own row and seat. Remain standing until the last person in the division is in place and then be seated. This same procedure will be followed for the remaining divisions.

After all graduates have been recognized, the President will ask all graduates to stand. She will make the statement officially awarding degrees and certificates.

The Provost will announce the conclusion of the exercise when the benediction is completed. He will ask the audience to remain seated until the graduates have left the area. On his signal, rise and remain in place. The recessional order is as follows: 1) The Platform Party, 2) Faculty/Staff and 3) Graduates. Graduates will exit in order, beginning with the first rows.

Graduates wear a black gown and cap with a green and white tassel. Commencement attire may be purchased in the Cincinnati State bookstore.

*Sensible shoes are recommended for walking and climbing steps. Students will be walking the equivalent of two flights of steps to get to the beginning of the ceremony. By wearing comfortable, functional shoes, you will limit the chance of falling. Those with physical challenges navigating stairs will have access to an elevator.*

Seating for graduation is general admission, tickets are not required. The Cintas Center doors will open at 1:30 p.m. **Plan to arrive early.** For security reasons, guests’ bags or purses may be screened for prohibited items. No food or drinks allowed. No blow horns, air horns, helium balloons, glass objects or weapons are allowed in the Cintas Center.

For guests with special needs, please contact a staff member at the entrance.

Only graduates and Cincinnati State faculty and staff are permitted near the stage and student seating area. Please keep aisles clear at all times.

If you have any questions of a specific nature, check with one of the following:

<table>
<thead>
<tr>
<th>Academic deficiencies and graduation audit:</th>
<th>Your Program Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caps, gowns, announcements:</td>
<td>Follett Bookstore 569-1507</td>
</tr>
<tr>
<td>Commencement arrangements/instructions:</td>
<td>Student Activities 569-5747</td>
</tr>
<tr>
<td>Financial obligations/payment:</td>
<td>Cashier 569-1580</td>
</tr>
</tbody>
</table>