



TO: All 2019 Graduates

FROM: Marlise Sipes, Graduation Coordinator

RE: Graduation Procedures

DATE: April 24, 2019 or April 25, 2019

1. All potential graduates and graduates must, by now, have completed the Graduation Candidacy Request Form and ordered your cap and gown. ***IF YOU HAVE ANY OUTSTANDING BALANCES AT EGCC (LIBRARY, OR BUSINESS OFFICE), YOU WILL NOT BE PERMITTED TO PICK UP YOUR CAP AND GOWN OR PARTICIPATE IN THE CEREMONY.***
2. Caps and gowns can be picked up in the Registrar's Office in the Gator Center after April 24, 2019. Youngstown Campus graduates can pick up their cap & gown after April 25th, from the student services representatives at 139 Boardman Street, Youngstown. Make sure your gown, hood (if associate degree), white collar (if certificate), hat, and tassel are in the bag and that the gown fits. **DO NOT WAIT UNTIL THE DAY BEFORE GRADUATION IF YOU HAVE PROBLEMS. Please remember to bring all graduation garments to graduation.**
3. ***Graduation is Saturday, May 18, 2019 at 10:00 a.m. at Stambaugh Auditorium, 1000 5th Avenue Youngstown, Ohio 44504.***
4. Graduates will be directed to the room where you will dress. Graduates should arrive by 8:00 a.m. We will begin lining up graduates by 8:30 a.m. **GRADUATES NOT IN LINE BY 8:30 A.M. WILL NOT BE PERMITTED TO MARCH.** If you would like to leave your personal items in the dressing room, this area will be locked once graduates have exited. I would suggest that you not leave any money or valuables there as many students will be coming and going while we prepare for the ceremony to start.
5. Graduates will line up in alphabetical order. A staff member will review the line of graduates to make final adjustments. ***GRADUATES MUST REMAIN IN THEIR ASSIGNED PLACE IN LINE WHILE WAITING FOR THE PROGRAM TO BEGIN.*** This procedure is necessary to prevent persons from being out of order when their name is called to receive their diploma cover. Talking and noise must be kept to a minimum so that everyone can hear the final instructions. Please turn off all cell phones.

6. Participants will be given an index card with their name, major, and honors printed on it. Please present this card to the Dean when you walk up the steps to the stage. **DO NOT FOLD OR BEND THIS CARD.**
7. Graduates will march single file following a college staff member to the ceremony.
8. At the conferring of degrees, stand when the staff member motions for you to do so. Proceed row-by-row to get in line. A staff member will direct you. When you get to the top of the stage, hand your card to the Dean, wait until your name is announced, then walk across the stage and receive your diploma cover from Dr. Jimmie Bruce (President).
9. When you return from receiving your diploma cover, promptly return to your seat and sit. When all students have walked on the stage and received their diploma cover, the Dean will signal all graduates to stand to turn your tassels. Tassels are reversed **FROM THE RIGHT SIDE** (with the right hand) to the **LEFT SIDE**; then sit.
10. At the end of the ceremony the people on the stage, faculty, and staff leave first. Graduates will follow a row at a time using the same route as for the entrance. (Just follow the leader.)
11. All diplomas will be mailed to the graduates. Please allow 8 weeks for processing and mailing time. Once you receive your diploma in the mail, please place it in the diploma cover that you receive at graduation. If you are completing your degree requirements in the summer, your diploma will be mailed to you after summer classes are completed. Please make sure you keep your blue diploma cover as you will not receive a second one.
12. A photographer, EM-MEDIA, will be taking pictures of all graduates as they cross the stage and receive their diploma. We will send all graduates an email when the pictures are available.
13. If you have any other questions, please contact Elizabeth Modlin at 740-264-5591 ext. 1655 or Amanda Coburn at ext. 1740. Thank you!

****CONGRATULATIONS CLASS OF 2019****