

## Ceremony Etiquette

- Graduates arrive **no later** than 6:00 p.m.
- Proper behavior/courtesy is important for this special occasion.
- Only Graduates will be permitted to enter the Check-In Area. Guests need to proceed directly to the Arena.
- Entire audience (including graduates) remains standing until invocation is finished.
- Ceremony lasts one-and-a-half to two hours.
- Graduates must participate in the entire ceremony.
- Everyone stands for benediction and recessional.
- If it is necessary for guests to leave the Arena, please do so as quietly as possible so as not to disturb other families whose graduate has not yet been recognized.



## Contact Phone Numbers

Student Services/Registrar ..... 729-6922  
 Special Needs/Accommodations ..... 729-6079  
 College Store: Niceville ..... 729-5384  
 PTK Sponsor..... E-mail: [piersond@nwfsc.edu](mailto:piersond@nwfsc.edu)  
 (729-6416)

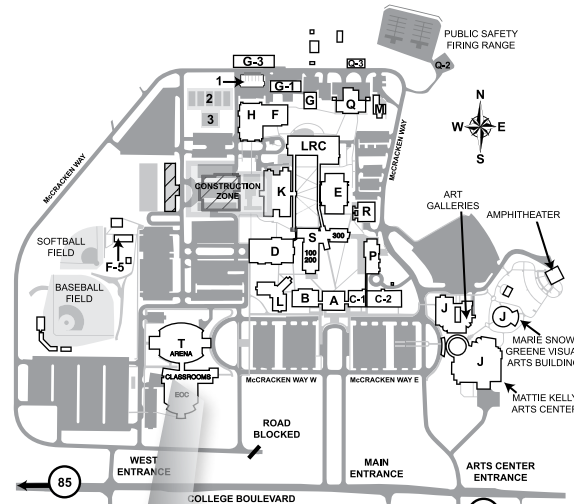
***A reminder postcard will be mailed a few days before the ceremony. On-time arrival that evening is critical since no rehearsal takes place prior to the ceremony.***



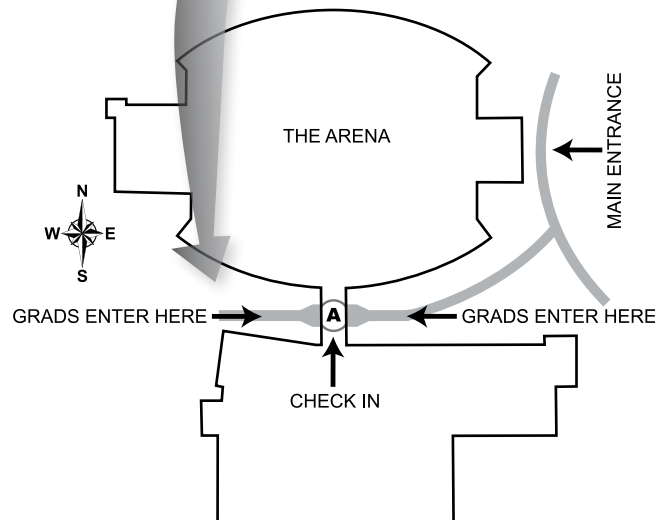
**NORTHWEST FLORIDA  
STATE COLLEGE**

100 College Boulevard, Niceville, FL 32578  
*An Equal Access/Equal Opportunity Institution*

## NICEVILLE CAMPUS



## THE ARENA at NORTHWEST FLORIDA STATE COLLEGE



**GRADUATES:**  
**STEP 1 - NO SECURE PLACE IS AVAILABLE FOR PERSONAL VALUABLES (HANDBAG, KEYS, ETC.). DO NOT BRING THEM WITH YOU TO THE CEREMONY. BE SURE TO BRING YOUR REGALIA (CAP, GOWN & TASSEL).**

**STEP 2 - REPORT TO THE CHECK-IN AT POINT (A) IN THE BREEZEWAY ENTRANCE TO THE RAIDER CLUB.**

  
**NORTHWEST FLORIDA  
STATE COLLEGE**



*Spring '11  
Commencement  
Ceremony*

The Arena at  
Northwest Florida State College  
Niceville, FL

**Thursday, May 5, 2011 at 7:00 p.m.**  
 Graduates report no later than 6:00 p.m.

## Regalia

### Regalia must be picked up between 4/4/11 and 4/15/11. (No pre-ordering needed.)

- Regalia is available **free of charge** from the Niceville College Store. There is no need to pre-order.
- You must present your Student ID Card to pick up regalia.
- This year's regalia are made from 100% post consumer recycled plastic bottles. Every gown keeps an average of 23 plastic bottles from ending up in a landfill.
- **Store Hours:**  
Mon., Weds., Thurs.:  
8:00 a.m. - 5:00 p.m.  
Tuesday:  
8:00 a.m. - 6:00 p.m.  
Friday:  
8:00 a.m. - 4:30 p.m.
- Extra tassel available – \$2.75 ea.
- Full academic regalia (cap, gown, tassel) is required for participation.
- Borrowed regalia is not permitted.

## Phi Theta Kappa Stoles/Tassels

PTK members who intend to graduate and wear the stole and tassel must contact Ms. Pierson prior to April 15, 2011 to be cleared as a member in good standing who is eligible to wear the PTK honor regalia, and have the PTK designation on their final transcript. **This designation will not be added to the transcript unless PTK members follow these instructions.**

**REMEMBER:** PTK members are responsible for purchasing their stole and tassel prior to the ceremony. These are **not** given out by the College Store. These can be purchased from the PTK national organization at [www.ptk.org/recognitions/catalog/](http://www.ptk.org/recognitions/catalog/).

PTK members should check in with Ms. Pierson at the Honor Cord table on May 5, 2011 before the processional begins.

Honor cords, baccalaureate and PTK stoles/tassels are the only additions allowed to regalia.

PTK Sponsor.....E-mail: [piersond@nwfsc.edu](mailto:piersond@nwfsc.edu)  
(729-6416)



## Honor Students

- Gold cords (highest honors – 4.0 GPA)
- Silver cords (high honors – 3.80-3.99 GPA)
- Red cords (honors – 3.50-3.79 GPA)
- Distributed after check-in at separate table.
- Designation in program and receipt of cords based upon cumulative GPA. Spring graduates – Fall GPA used since spring grades are not posted until after the ceremony.
- Questions? Contact the Registrar's Office at 729-6922.



## Announcements & College Rings

- Celebrate your success! Order your graduation announcements, diploma frames, college rings and more online at <http://bookstore.nwfsc.edu/>.

## Photographs

- Professional photos will be taken of each grad as they cross the stage and a proof will be sent to each graduate for possible purchase.
- In the interest of safety, and keeping aisles open, **all photos taken by guests must be taken from their seats. Hand-held video cameras are allowed – but, no tripods.**

## Attire/Dress

### Suggested Dress for Women

- Dark dresses, dark shoes
- Skin-tone hose
- No high collars or bows at neck
- No corsages or jewelry on robe

### Suggested Dress for Men

- Dark trousers, white shirts
- Dark shoes and socks
- Dark ties

## Web Casting

- For guests and family that are unable to attend the ceremony, live video coverage of the ceremony will be available at [www.PSBLive.com](http://www.PSBLive.com).
- In addition, a DVD of the ceremony may be purchased from this site.

## Check-In and Ceremony

- Arrive dressed in cap and gown, **no later** than 6:00 p.m.
- Wear cap with tassel on right side before ceremony.
- Report to check-in at the Arena **between 5:00 and 6:00 p.m.**
- **Only Graduates will be permitted to enter the Check-In Area. Guests need to proceed directly to the Arena.**
- Pick up your *white card* from a member of Student Services at check-in. This card is key to the Commencement Ceremony. It serves the following purposes:

- 1) Gives your name and home address to the photographer, so you receive proofs of your photos and . . .
- 2) Provides your name to the announcer for individual recognition on stage (hand the card to the announcer as you step onto the stage).



## Guests

- The Arena doors will open at 6:00 p.m. for guests.
- No tickets are required. Seating is open, on a first-come-first served basis.
- Seating for guests with disabilities is available, again, on a first-come-first-served basis. Contact Student Services at 729-6079, if special accommodations are required.
- Concession stands in the Arena will be open until 15 minutes prior to the end of the ceremony.

## Parking

- Large lots north and west of the Arena with additional parking east of the Arena at NWF State College.
- Graduates, remember to allow yourself time to park and get to the Arena check-in **no later than 6:00 p.m.**