

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 lobby of the Sprint Theater behind the Seven Dancers Statue **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 Amphitheater.**
- 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).



Contact Phone Numbers

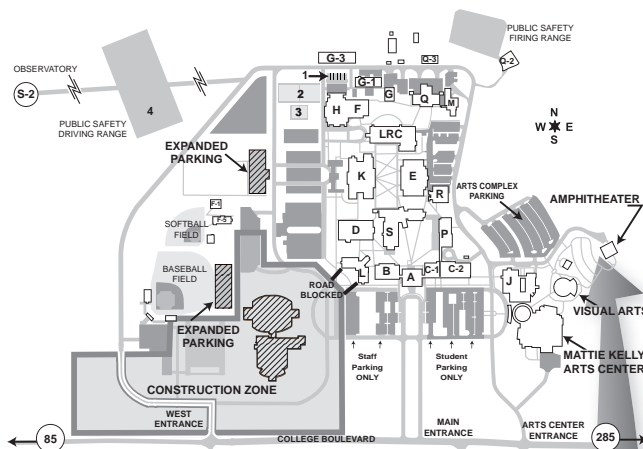
Student Services/Registrar	729-6922
Special Needs/Accommodations	729-6079
College Store: Niceville	729-5384
Inclement Weather Contact	729-5230
PTK Sponsor	729-6416
(E-mail: piersond@nwfsc.edu)	

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.

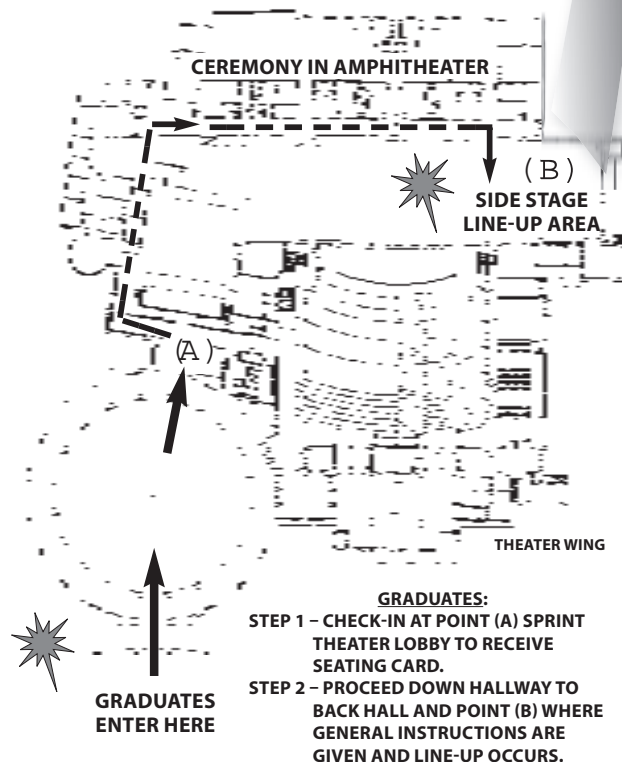


100 College Boulevard, Niceville, FL 32578
An Equal Access/Equal Opportunity Institution

NICEVILLE CAMPUS



THE MATTIE KELLY ARTS CENTER at NORTHWEST FLORIDA STATE COLLEGE



- GRADUATES:**
- STEP 1 – CHECK-IN AT POINT (A) SPRINT THEATER LOBBY TO RECEIVE SEATING CARD.
 - STEP 2 – PROCEED DOWN HALLWAY TO BACK HALL AND POINT (B) WHERE GENERAL INSTRUCTIONS ARE GIVEN AND LINE-UP OCCURS.



*Spring '10
Commencement
Ceremony*

The Amphitheater at the
Mattie Kelly Fine & Performing
Arts Center at NWF State College

Thursday, May 6, 2010 at 7:00 p.m.
Graduates report no later than 6:00 p.m.

Guests

- The Amphitheater gates will be open at 6:00 p.m. for guests.
- Guest tickets are not required for Amphitheater seating.
- Seating (chairs) will be provided for guests.
- Coolers are not allowed in the Amphitheater.
- A refreshment stand will be open prior to the ceremony.
- No smoking and no alcoholic beverages will be allowed.
- 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 areas around the stage open for the procession, **all photos taken by guests must be taken from their seats. Hand-held video cameras are allowed – no tripods.**
- Seating for guests with disabilities is available, first-come-first-served. Contact Student Services at 729-6079, if special accommodations are required.
- In case of inclement weather, the graduation Ceremony will be held in the Mattie Kelly Fine & Performing Arts Center, Mainstage Theater, Building J, and guests will need a ticket to be admitted.

Regalia

Regalia must be picked up between 4/12/10 and 4/23/10 at the Niceville Campus College Store.

- Regalia is available free of charge from the College Store (Niceville Campus only). There is no need to pre-order.
- You must present your Student ID Card to pick up regalia.
- **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.



Attire/Dress

- | | |
|-----------------------------------|--------------------------------|
| Suggested Dress for Women | Suggested Dress for Men |
| • Dark dresses, dark shoes | • Dark trousers, white shirts |
| • Skin-tone hose | • Dark shoes and socks |
| • No high collars or bows at neck | • Dark ties |
| • No corsages or jewelry on robe | |

No secure place is available for personal valuables (handbag, keys, etc), so do not bring them with you to the ceremony.

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 aren't posted until after the ceremony.
- Questions? Contact the Registrar's Office at 729-6922.



Phi Theta Kappa Stoles/Tassels

PTK members who intend to graduate and wear the stole and tassel must contact Ms. Pierson prior to April 23, 2010 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/.

PTK members should check in with Ms. Pierson at the Honor Cord table on May 6, 2010 before the processional begins.

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

**PTK Sponsor.....729-6416
(E-mail: piersond@nwfsc.edu)**

Parking

- Large lot north of Building J, with additional parking west of the Mattie Kelly Arts Center at NWF State College.
- Graduates, remember to allow yourself time to park and get to the Sprint Theater lobby **no later than 6:00 p.m.**

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 Amphitheater.
- Entire audience (including graduates) remains standing until invocation is finished.
- No food, drink or coolers allowed but drinks may be purchased inside the amphitheater at the refreshment stands.
- Ceremony lasts one to one-and-a-half hours.
- Graduates must participate in the entire ceremony.
- Everyone stands for benediction and recessional.
- If it is necessary for guests to leave the amphitheater, please do so as quietly as possible so as not to disturb other families whose graduate has not yet been recognized.
- 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 areas around the stage open for the procession, **all photos taken by guests must be taken from their seats. Hand-held video cameras are allowed – no tripods.**



Inclement Weather/Tickets

- In case of inclement weather, the graduation Ceremony will be held in the Mattie Kelly Fine & Performing Arts Center, Mainstage Theater, Building J, and guests will need a ticket to be admitted.
- A decision will be made by 3:00 p.m. the afternoon of graduation and alternate instructions will be available on the NWF State College website – www.nwfsc.edu, or by calling the Raider Hotline at **729-5230**.
- Two guest admission tickets will be issued to each graduate at the time the graduate picks up regalia (**in person only**) from the Niceville Campus College Store. Tickets are good until 6:45 p.m. After that, seating is on a first-come-first-served basis for guests with or without tickets. At 6:55 p.m., remaining guests will be held until the processional is complete.
- Expanded seating and standing room with video coverage is available in other areas of the Mattie Kelly Arts Center complex (first-come-first-served, no tickets needed).
- Ushers will direct guests to these areas.
- Age limit will be 3 or younger for those children who plan to sit in the lap of ticket-holding guests.