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.
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
- 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

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.