**Spring 2019 Graduate Instructions**

J.D. Boyd Gymnasium

34175 Highway 18 West

Utica, MS 39175

*Saturday, May 18, 2019 at* 9:00 a.m.

1. Hang up your gown so the wrinkles will fall out. Be sure to bring all parts with you to the ceremony – cap, gown, tassel, velvet stole and any approved honor society stoles that you may have acquired.

**Note**: Only official Hinds Community College graduation attire shall be worn. Official graduation attire is that attire sanctioned by the college to be worn during graduation commencement exercises. Attire from national honor organizations, such as Phi Theta Kappa, is an example of approved attire.

1. Your graduation cap should be worn flat on the top of your head with the tassel placed to the right – front side of the cap until your degree is conferred. Graduation caps are to remain as they are at delivery and **are not to be decorated**.
2. **Mandatory** **graduation rehearsal is Tuesday, May 7th from 2:00-4:00 pm.** You must report to the J.D. Boyd Gymnasium for this **mandatory** rehearsal. Rehearsals for the ceremony AND the processional will occur during this timeframe.
3. On Saturday, May 18th, report to the Walter Washington Bell Tower by 7:30 am for placement in the processional. The processional will commence with a short bell-ringing ceremony at 8:30 am and subsequent progression of the faculty/student assembly from the Bell Tower to Boyd Gymnasium. You must be on time or you will not be allowed to march in for the commencement.
4. **All entrances to the gym will close at 8:45 am**. All guests who have not been admitted by that time will remain outside until the processional is completed. They will be admitted at that time.
5. Graduates requiring special assistance should contact the Graduation Coordinator at 601.885.7003/7004 to arrange special accommodations. Guests requiring special assistance should use the main entrance of Boyd Gym. Hinds’ staff members will be available to assist guests with special needs.
6. Purses, cell phones and other personal belongings should be left with family members or guests. You will not be allowed to take these items into the ceremony.
7. You should report in proper attire, which includes dress clothes and dress shoes. Please do not wear corsages.
8. Men, you should remove your graduation caps for the invocation and the benediction.
9. When you walk across the stage, you will hand your name-card to the Dean of Instruction to announce your name. The CTE Dean will be presenting students with a 3.2 or higher GPA with an honor cord. The VP will hand you a diploma cover, shake your hand and say, “Congratulations.” Please look at the VP, say “Thank You,” take your photo with him and the commencement speaker, and continue off the stage to be seated.
10. You and your guests are encouraged to agree upon a meeting place outside of the building after the ceremony for family pictures and fellowship (weather permitting). The lobby area will be very crowded.
11. There will be a photographer taking photos of you, the commencement speaker, and the VP; a purchase card or other identifier will available upon leaving the stage. This photographer is not affiliated with Hinds Community College.
12. Once the ceremony ends and after taking pictures with family, please turn in your gown, black stole and white collar in your directed location. You may keep your cap and tassel. You will receive your diploma at that time. If there is an error in spelling or degree, please return to request a correction.
13. Hinds Community College is proud to announce the live, online webcast of our commencement exercises. High speed internet access is required for viewing. Go to **www.hindscc.edu/admissions/graduation** for instructions on viewing the webcast. Commencement exercises will be archived at this site.Please share this information with family and friends who may be unable to attend the ceremony. Hinds Community College is proud of your accomplishments and we take great joy in sharing this celebration with as many virtual guests as possible.

**Spring 2019 Guest Instructions**

J.D. Boyd Gymnasium

34175 Highway 18 West

Utica, MS 39175

*Saturday, May 18, 2019 at* 9:00 a.m.

1. The commencement exercise will start promptly at its scheduled time, so guests should report to J.D. Boyd Gym at least 30 minutes to an hour prior to the start of the commencement exercise.
2. **The doors to Boyd Gym will close at 8:45 am prior to the start of the commencement exercises.** Guests arriving after this time will be allowed to enter after the processional is completed.
3. To prevent crowded entryways, please do not accompany your graduate to the graduate check-in and assembly area. Please go directly to the gym to be seated.
4. Graduates will not be allowed to wear corsages or carry personal items into the ceremony. Please assist them by holding these items for them until after the ceremony.
5. Guests should stand during both the processional and the recessional parts of the ceremony. Please allow all graduates to exit the gym during the recessional before leaving your seating area.
6. Guests and their graduates are encouraged to agree upon a meeting place outside of the building after the ceremony for family pictures and fellowship (weather permitting). The lobby area will be very crowded.
7. Guests are **NOT ALLOWED** on the gym floor during the ceremony to take photos of their graduates. Please remind your graduates of their opportunity to have a formal cap and gown picture with the commencement speaker and VP made by a professional photographer while on the stage. Your graduate will arrange payment for the photo after the ceremony. This photographer is not affiliated with Hinds Community College.
8. Guests requiring special assistance should report to the main entrance of J. D. Boyd Gym where assistance will be provided.
9. **Please hold applause for your graduate until all of the graduates for that degree have been presented.** This will allow those guests around you to hear their graduate’s name called. Your assistance with holding applause for individual graduates will aid us in properly recognizing each graduate participating in the commencement exercise.
10. Hinds Community College is proud to announce the live, online webcast of our commencement exercises. High speed internet access is required for viewing. Go to **www.hindscc.edu/admissions/graduation** for instructions on viewing the webcast. Commencement exercises will be archived at this site. Please share this information with family and friends who may be unable to attend the ceremony. Hinds Community College is proud of your graduate’s accomplishments and we take great joy in sharing this celebration with as many virtual guests as possible.