

Dear College of the Canyons Graduation Candidate,

You are hereby cordially invited to the College of the Canyons **Commencement Ceremony**, to be held on **Friday, May 31, 2024 at 9:00 a.m.** in the Honor Grove at College of the Canyons.

College records indicate that you plan to participate in the class of '23 - '24 Commencement exercises. Please understand however, even if you participate in the Commencement ceremony, you are not considered graduated until you have completed all degree requirements including those remaining for Spring 2024 or Summer 2024.

We hope you decide to reward yourself and acknowledge your academic accomplishments by attending Commencement. The following points are meant to assist you in making personal arrangements for this event celebrating your outstanding academic achievement:

NOTE: It is imperative that you read all the information provided in this email and the details included for you AND your guests to successfully participate in the Commencement ceremony.

1. Grad Fair 2024

Campus Life & Student Engagement will host a Grad Fair on **Tuesday, May 7, 2024 from 9:00 a.m. – 6:00 p.m. inside the Student Center**. The event will provide you with an opportunity to purchase your cap and gown, take and order formal pictures in cap and gown, check the spelling of your name for the diploma and graduation program, and pick up special graduation regalia including gold honor cords for honor graduates.

2. College of the Canyons Bookstore (661) 362-3255

Caps and Gowns

The College of the Canyons Bookstore has caps, tassels, and gowns available for purchase in assorted sizes. Plan to pick up your cap, tassel, and gown **as early as possible** to ensure the correct size and fit is available. Some sizes are limited so please visit the Bookstore as soon as you can and do not wait until the day of Commencement. *Graduates will not be allowed to participate in the Commencement ceremony wearing caps and gowns that are not COC's colors.* Also available for purchase are souvenir tassels, stoles, and diploma frames. Personalized graduation announcements are also available for purchase online at <https://www.cbgrad.com/school/cotc>.

3. Diploma Check

A.A./A.S./AA-T/Certificate of Achievement candidates should make a special effort to check their student copy of the graduation petition submitted with Counseling. A copy should have been provided for personal records and reference. It is important to check for correct degree(s), major(s), certificate(s), and spelling of the name, and to update Admissions and Records should any changes be needed. Any updates for name change only should be emailed to cadet@canyons.edu with the necessary changes. If there are questions concerning any degree or certificate programs or requirements, please email the Counseling Department at: counseling@canyons.edu. All changes must be made by May 7, 2024 for your name and certificate to be in the official Commencement program.

4. Honor Graduates

In recognition of those students graduating with honors, students will be awarded with a gold honor cord. To receive an honor cord, graduating students must have maintained a grade point average of 3.5 or greater in all cumulative degree applicable units from regionally accredited colleges attended prior to their Spring 2024 semester at College of the Canyons. Honor cords will be available to pick up at the Grad Fair. Gold honor cords may also be picked up in Campus Life & Student Engagement (STCN-102) for any honor graduate unable to attend the Grad Fair, during regular hours of operation (Monday – Thursday: 9:00 a.m. – 6:00 p.m. and Friday: 9:00 a.m. – 1:00 p.m.). Please note that Campus Life & Student Engagement will be closed May 29-31, 2024 due to Commencement preparation.

5. Commencement Participation RSVP

If you plan to participate in the Commencement Ceremony, please complete the online Commencement Ceremony RSVP form **no later than Thursday, May 23, 2024 by 6:00pm**. Please check your campus email for the RSVP link included in the Commencement Ceremony email sent from Campus Life or contact campus.life@canyons.edu. Late RSVPs will not be accepted after this date. Graduates are permitted to bring a **maximum of 4 guests**. Due to space limitations and the safety of graduates, guests, and members of the campus community, additional guests will NOT be permitted under any circumstance.

6. Arrival Time and Assembly Area for Graduates

THERE IS NO REHEARSAL FOR THE COMMENCEMENT PROCESSIONAL OR CEREMONY THEREFORE, IT IS IMPERATIVE THAT YOU DO THE FOLLOWING:

Arrive no later than **7:45 a.m. on Commencement morning (Friday, May 31, 2024)** dressed in your cap and gown to check-in. The location for graduate check-in will be on the walkway located between the tennis courts and the East PE & West PE buildings. Please enter the walkway from the east side of campus near Campus Drive.

During check-in, graduates will receive processional instructions and will be asked to fill out a name reader card which will be used to announce each graduate's name as they are called up to walk across the stage. After all graduates are checked-in and lined up, the graduate procession will begin 10-15 minutes prior to the start of the ceremony so that the ceremony starts on time.

Everyone will march directly to the Commencement exercises in a formal processional. It is advisable to wear comfortable shoes for walking. Plan to leave all valuables (purses, cameras, etc.) with friends or family.

There will be no assigned seating within the graduate seating sections.

NOTE: If you do not arrive on time, you will not be allowed to participate in the ceremony. In addition, because of the hectic nature of this assembly time, family and friends will NOT be allowed in the area; therefore, please ask them to refrain from being in the assembly area at this time.

Commencement is *estimated* to conclude by 11:00 a.m.

7. Graduate's Behavior

Commencement is a dignified occasion. Participants are expected to conduct themselves accordingly. The behavior of each graduate helps to set the tone for this important event. **Graduates are expected to stay for the entire duration of the ceremony.** Graduates are also urged to use the restroom before the ceremony starts.

Graduates and guests look forward to this milestone with excitement and anticipation. For many guests, Commencement is their first visit to our campus. The ceremony and appropriate behavior by the graduates will create positive memories for all who attend.

8. Guest Participation

The College encourages you to invite up to 4 guests to witness your graduation and to provide them with a chance to visit the campus and see the College for themselves. Guests are expected to respect each other, the graduates, college personnel, and abide by the parameters in this email. The guest entrance will be on the walkway between Canyons Hall and the Student Center leading to the flagpole.

Guests will be seated separately from the graduates and will be escorted to their seats by staff after they check in. Seating will be on a first-come-first-serve basis and may NOT be reserved. No guests will be permitted in the graduate seating area at any time.

Guests will be expected to keep all aisles clear, **remain seated** in the guest seating area, and to not crowd the fencing surrounding the guest seating area or the stage at any time during the ceremony. Failure to do so may result in removal from the ceremony. Please alert your guests of these concerns and expectations regarding guest participation.

Protection from the elements is extremely limited at the Commencement site. Because of these conditions, you are strongly urged to consider the health and comfort of your guests. Infants, the elderly, and others who may be adversely affected by extreme temperatures should take any necessary precautions, including wearing hats and sunscreen. In addition, such guests may watch the ceremony on a monitor which will be set up in the cafeteria located inside the Student Center.

9. Photography

Photographers from GradImages will be present to take pictures of the graduates as they accept their diplomas on stage. Photo proofs will be emailed directly to each graduate. Spectators and guests will **NOT** be allowed to crowd the stage or aisles to take pictures during the ceremony.

10. Use of Cameras and Video Equipment

For safety and security reasons, guests will **NOT** be permitted access to the stage area or graduate seating areas during the ceremony to photograph or videotape the event. The rules set forth by the Fire Marshal do not allow anyone to stand in or block the aisles. **The College's security personnel will escort any person doing so away from the area.** There will be official photo opportunity areas outside the Student Center for family and friends to take pictures of graduates.

11. Campus Safety & Security

The College has hired additional security personnel to be present before, during, and after the Commencement ceremony to assist with crowd control. For the safety and enjoyment of all in attendance, please remind your guests to abide by all the parameters set forth in this letter regarding keeping aisles clear, remaining seated in the guest seating area, and not crowding the stage or graduate and faculty seating areas.

12. Parking

All parking will be provided free of charge on Commencement Day except in staff lots and lot 12. Students and or guests found parking in those lots may be ticketed by Campus Safety. Traffic may be heavy, therefore please plan to arrive early. Graduates and guests should leave plenty of lead-time to prevent getting caught in traffic. Guests/graduates found parking in any staff lots may be ticketed by Campus Safety.

13. Diplomas

Diplomas are **NOT** issued at the Commencement ceremony. Diplomas for spring and summer graduates will be automatically mailed to you from the Admissions and Records Office.

14. Printed Programs

Printed programs will be available for graduates and guests during check-in.

15. Commencement Ceremony Livestream

The College will be providing livestreaming of the ceremony which may be access by visiting: <https://www.canyons.media/live>.

16. Restrooms

Restrooms will be available before, during, and after the Commencement ceremony. Guests are encouraged to use the restrooms found in Canyons Hall, the Student Center, or Hasley Hall.

17. Graduate Special Arrangements

Graduates needing special arrangements or assistance should contact Campus Life & Student Engagement at (661) 362-3238 by May 23, 2024.

18. Campus Map:

A campus map may be found online at: <https://www.canyons.edu/about/campusmaps.php>.

19. For More Information

If you have any questions about Commencement, please make sure to stop by the Grad Fair on Tuesday, May 7, 2024, between 9:00 a.m.-6:00p.m. in the Student Center or visit: <https://www.canyons.edu/graduation2024>. You may also email campus.life@canyons.edu or call (661) 362-3238.

Please note that the Campus Life & Student Engagement office will be closed May 29-31, 2024 and staff will not be available to respond to messages due to Commencement preparation during that time.

Congratulations! The entire college community is proud of you and your academic success. We look forward to seeing you and each of your fellow graduates at this year's Commencement ceremony.