



October 1, 2018

Dear Prospective Graduates:

CONGRATULATIONS!!! We are proud of each of you and know that you will represent Dalton State well as you pursue your career and educational goals. Listed below is a calendar of events and important information concerning your graduation ceremony:

**Friday, December 14, 2018**

**8:15 a.m.** Check in for practice on the lower level of the Dalton Convention Center between 8:15 a.m. and 8:45 a.m.

Graduation practice: The dress is casual for practice. Attendance is mandatory for those planning to participate in the graduation ceremony.

**1:00 p.m.** Practice for LPN Pinning ceremony at the Dalton Convention Center Lower Level

**3:00 p.m.** LPN ceremony at the Dalton Convention Center Lower Level

**Saturday, December 15, 2018**

**9:00 a.m.** Arrive at the Dalton Convention Center

**9:15 a.m.** Graduation line-up begins

**10:00 a.m.** Graduation: Please note there will be an area reserved in front of the stage for family and friends to take pictures.

**Issues:**

Please make sure you check your **Roadrunner Portal** often to ensure that you do not have a hold on your account. A hold could prevent you from graduating and receiving your diploma and transcript.

**Your Diploma:**

If you participate, you will receive your diploma during the ceremony. If not, please come by the Office of Enrollment Services anytime on or after January 7, 2019 (8:00 am to 6:00 pm – Monday through Thursday). Diplomas not picked up by February 15, 2019, will be mailed to the address we have on your record in Enrollment Services. If your address is not correct, please submit an information update form to the Office of Enrollment Services to update your mailing address.

<https://www.daltonstate.edu/skins/userfiles/files/UpdateFormforALL.pdf>

## **Graduation Practice:**

**If you plan to participate** in your graduation, you must attend the **mandatory practice** session at the Dalton Convention Center on Friday, December 14. Check-in is from 8:15 a.m. to 8:45 a.m. Practice is typically over around 12:00 p.m. The dress code for practice is casual.

You will need to be back at the Dalton Convention Center on Saturday morning at 9:00 a.m. Graduation line-up begins at 9:15 a.m. (The doors will open at 8:00 a.m.) Again, practice is mandatory if you wish to participate in the ceremony.

## **Tickets:**

The number of guest tickets per graduate will be determined based on the number of prospective graduates and the number of guest seats available. Graduates will be notified via email on or before Monday, October 22, of the number of guest tickets allotted. Each graduate may pick up their allotted number of guest tickets between Monday, October 29, through Friday, November 9, (M-TH 9am – 6 pm, F 9 am – 12 pm) in the Office of Enrollment services. This is the **only timeframe** during which you will have **guaranteed** access to the allotted number of tickets. **Any tickets not picked up by Friday, November 9, will be made available to other graduates as extra tickets.** You will be notified via email on or before November 12 of the availability of any extra allotted tickets that were not picked up. Additional tickets cannot be guaranteed. Please plan accordingly. If you have leftover tickets, please return them to the office of Enrollment Services.

## **Guests:**

Tickets will be required for all guests over the age of two who wish to enter the arena. The doors will open at 8:00 a.m. Advise your guests to arrive early. There will be no entry to the arena once the ceremony procession starts. There will be an overflow room with a video feed available on the upper level of the Dalton Convention Center for guests who are late or without tickets.

## **Streaming:**

Graduation will be streamed live at [wdnn.tv](http://wdnn.tv) at 10:00 a.m.

## **Parking:**

Parking permits are required to park at the convention center during the ceremony. The number of parking passes per student will be determined based on the number prospective graduates and parking spaces available.

In addition to the parking available at the Dalton Convention Center, we will be providing shuttle service beginning at 8:00 a.m. from the parking lot behind the Pope Student Center. Please encourage your guests to arrive early enough to allow time to park and ride the shuttle. The Dalton Convention Center parking lots usually are full by 9:30 a.m.

## **Graduation Pictures:**

An area will be reserved during the ceremony for family and friends to take photos and video. Please convey to your family and friends to use this designated area during the ceremony. A professional photographer will also be taking photographs, including a photo of you receiving your diploma. Information sheets will be distributed at graduation practice on how to purchase photographs.

**Cap & Gowns:**

The December 2018 graduating class will be adorning navy blue caps and gowns with silver tassels! You may order your graduation regalia at the following link:

<http://colleges.herffjones.com/college/daltonstate/>

The deadline to order cap and gowns online is October 15. Graduation regalia must be picked up from the bookstore no later than noon on Monday, December 10. If you have questions, please call the Dalton State Bookstore at 706-272-4548.

**Academic Regalia:**

Commencement is an occasion marking a special time in a student's academic career. Appropriate attire for the occasion is a navy blue academic gown and mortarboard with no personal accessories or messages. When you pick up your cap and gown, please hang the gown so the wrinkles will fall out. Students who choose to decorate their mortarboards should make sure decorations are flat and do not stand up above the mortarboard. Student members of academic honor societies may wear the insignia or honor cord of that honor society. Pins from social fraternities and sororities may be worn on the baccalaureate stole. All graduates participating in the ceremony must wear their academic regalia.

**Honor Cords:**

If you have an institutional GPA of 3.5 or above, you will receive an honor cord to wear during the graduation ceremony. These will be given out at practice.

**Military/Veterans:**

If you are a veteran or in the military and have indicated this on your graduation application, you will receive a special recognition cord at practice to wear during the graduation ceremony.

**International Endorsement:**

If you have completed the International Endorsement (IE) program, you will receive a special recognition cord at practice to wear during the graduation ceremony.

Graduation is a ceremony to celebrate the completion of your program of study here at Dalton State. We hold graduation in honor of you and your accomplishment.

Congratulations,

Rob Wingfield  
Registrar  
706-272-4546