****

**TAFT COLLEGE**

**GRADUATION**

# **GRADUATION AGENDA**

**Location:** Taft Union High School’s Merion Martin Memorial Stadium; located on San Emidio Street between Wildcat Way and Tenth Street.

**5:30pm** - Check-in by Taft Union High School Pool.

**6:00pm** - Gates will open for Guests

**6:30pm** - Graduates line up for Graduation

**7:00pm** - Graduation Begins

**GRADUATION RULES**

* Graduation is formal event & an academic tradition where you will be publicly recognized for your academic accomplishments.

**Note:** Wear flat shoes. High heels are not recommended because they will sink in the grass.

* Only wear regalia purchased from the bookstore. The Regalia package includes black gown, cap, and a tassel. You must have a gown to commence. Gowns must be zipped up.
* Anyone not complying with dress code may be asked to leave.
* Remember participation in graduation is a privilege and not a right.
* If you show up late you must still check-in at the Taft Union High School Pool. You may not be seated if it will disrupt the ceremony.
* Turn off all cell phones or place them on vibrate.
* Do not report to check-in under the influence of anything. That means do not come inebriated or under the influences of drugs.
* Participation in the ceremony does not guarantee that you will receive your diploma or certificate. You must complete the requirements for your academic program. You will receive an email from the Admissions & Records office that will inform you if you have met the necessary academic requirements and when your diploma or certificate is available for pick-up.

**GRADUATION CHECK-IN**

* Graduates' check-in is at the Taft Union High School Pool from 5:30-6:30pm. All graduates need to arrive by 6pm.
* Upon check-in, you will receive a graduation program and be given a name card. You will hand the name card to the card reader when you go to the stage.
* Verify that everything is correct on your name card. We recommend you spell your name phonetically on the card. Your name card will only have one degree listed. If you want a different degree listed than on your name card, please inform check-in.
* Leave purses, backpacks, or any other bulky items with your guests. Air horns, confetti, silly string, balloons, or beach balls are not allowed.
* If you have an emergency and must leave the field, please check with a staff member before leaving. If you leave the ceremony, you will not be permitted to return.
* No children or any other person will be allowed to accompany you onto the field. Please call contact us if you will have a child with you (661)763-7741.
* If you require an escort or assistance due to mobility issues, please contact (661)763-7741.

# **GRADUATION CEREMONY**

If you have mobility or accessibility issues, contact the Admissions & Records office at (661)763-7741 for specific information about check-in and accommodations.

1. The Graduation Usher Leads will be college administrators.
2. You will line up single file and follow the ushers into the stadium. Please stay at arm’s length from the person in front of you; do not walk side by side.
3. Keep the lines moving during the processional and pay attention to your usher and the line. If the line moves, move with it. Do not stop during the processional for any reason, including pictures.
4. When Pomp and Circumstance (graduation walking song) starts you will begin walking onto the field toward the seating area. Stay arm’s length from the person in front of you and follow the ushers. The ushers will take care of you during graduation walk and flow. Make sure that you fill each seat in your row and do not leave any empty seats. Move toward the end of the row as quickly as possible.
5. Remain standing throughout the flag salute and the national anthem.
6. After the speakers are complete, it will be time to present degrees and certificates. Ushers will tell you when it’s your row’s turn to go to the stage. Make sure you take your name card with you, as this goes to the card reader.
7. Professional photographers will take your picture before you go on to the stage and as you receive your diploma cover. Please follow the directions of the ushers who will tell you where to line up for the photo.
8. After your photo is taken, you will go onto the stage, shake the hand of the dignitary, and collect your diploma cover. You will walk off the stage and return to your seat.
9. Follow the directions given to you by the college president. After everyone has gone across the stage the college president will confer degrees by asking you to stand and will instruct you to move your tassel from left to right.
10. The stage group and faculty will split into two rows, exiting towards the end of the field. An usher will stand in the middle row of the graduates, releasing each row to walk through the stage group & faculty. After every student has gone through, guests are welcome to come down to the field to meet you.

**GUEST INFORMATION**

*Disclaimer: The Home Side Entrance will close at 6:45pm or earlier once full. Once the Home Side of the stadium fills up, it will be closed, and guests will be required to sit on the Visitor Side. Any guests that arrive after 6:45pm will need to enter at the Visitor Side. Guests will not be allowed to enter the Home Side once it is closed or full, regardless of if seats have been saved by family members or friends. If your guests want to sit together on the Home Side, we recommend they arrive early and arrive together.*

There is limited parking near the stadium, but guests can also walk from the Taft College parking lot to the stadium by taking Wildcat Way to San Emidio Street.

Guests are free to take photos from their seats, but they are not allowed to enter the field or stage area until the end of the ceremony. Please do not block aisles or other guests while taking photos.

Smoking and vaping is not permitted when on the Taft Union High School campus.

Air horns, confetti, silly string, balloons, or beach balls are not allowed.

Guests need to remain seated until they are told they can come down on the field after the ceremony.

# FAQ

**Can I Decorate My Cap for Graduation?** Yes! Decorations are not to exceed 3 inches high and the dimensions of the cap. No offensive decorations.

## What Side Should My Tassel Be On?

Your tassel should be on the left side. You will be told to move your tassel to the right at the end of the ceremony.

## Will A Photographer Be There/When Will Photos Be Available?

Professional photographers will be on hand to capture the event. Photos and a recording of the event will be available approximately 5 weeks after the event. You will receive an email with the links when they are ready.

## When Will I Receive My Diploma/Certificate? *Fall Grads:* You will receive an email regarding your eligibility and when diplomas/certs are available towards the middle of the spring semester.

*Spring Grads:* You will receive an email regarding your eligibility and when diplomas/certs are available towards the end of July.

*Summer Grads:* You will receive an email regarding your eligibility and when diplomas/certs are available in October.

## How Long is Graduation?

The ceremony will last about two hours.

## Do Guests Need Tickets?

No, all guests are welcome.