

Commencement Instructions All Faculty and Staff

All full-time exempt employees are required to participate in the graduation exercise unless a written excuse has been approved in accordance with procedures outlined in the Management Manual, Section II, Page 5, Sec. 1.06.

COMMENCEMENT SCHEDULE	
Thursday, May 14, 2009 Greensboro Coliseum	
Commencement Rehearsal	1:30 p.m.
Commencement Line-Up	6:00 p.m.
Commencement	7:00 p.m.

Obtaining Caps and Gowns

Caps and gowns will be distributed from the GTCC Bookstore, Jamestown Campus, Monday and Tuesday, April 21st & 22nd (Grad Fair) and April 23 - May 13, 2009, 8:00 a.m. - 8:00 p.m., Monday through Thursday and 8:00 a.m. - 4:00 p.m., Fridays. Regalia packets should be inspected to see that they contain a cap, gown, tassel, and hood.

Rehearsal for Graduation

Faculty and staff are welcome to attend rehearsal on Thursday, May 14, at 1:30 p.m. in the arena of the Greensboro Coliseum. Rehearsal usually takes about an hour.

Parking

Parking will be free for you and any guests.

Department Chairs - Student Graduation Line-Up

Department Chairs, or their designees, who will line-up their programs' graduates should arrive at the coliseum **no later than 5:45 p.m.** using the **Operations Entrance** from the main parking lot behind the auditorium (#1 on the attached map). They are to pick-up the appropriate **graduates' name cards and gold tassels (for distribution to qualified graduates) at the information/pick-up table by 6:00 p.m. (table is located on the breezeway, Northeast corner of arena)**. Graduates will be lined up by curriculum in the northeast corner of the arena breezeway (near War Memorial Auditorium) and in the area near the Coliseum Box Office. The line-up, distribution of name cards, and distribution of gold tassels to eligible graduates should be completed by 6:30 p.m.

Department Chairs - Student Graduation Line-Up (continued)

Green and gray tassels and unused name cards must be returned to the information/pick-up table in the lobby. Department chairs, or their designees, should remain with their graduates until 6:30 p.m. or until all graduates are in line.

Graduation Line-up for Faculty and Staff

All faculty and staff participating in the graduation exercise should report for line-up in full regalia no later than 6:30 p.m. to the lower level North end of the coliseum (opposite from the Special Events Center). Use the Operations Entrance from the main parking lot behind the auditorium (#1 on the attached map).

It is necessary to divide faculty and staff into two equal groups for the processional. If the groups are unequal there will not be enough seats for everyone on one side of the arena floor.

Faculty and staff whose last names begin with letters A-L are to line up in the tunnel on the right side of the arena facing the stage (on the side nearest the coliseum box office).

Faculty and staff whose names begin with letters M-Z are to line up in the area outside the northeast corner of the lower arena (the breezeway near the War Memorial (Auditorium))

At the end of the ceremony, a marshal will lead you out the same way you came in. Please remain standing at your seat until your row is led out in the recessional.

The Commencement Committee thanks you for your cooperation in making this graduation ceremony an event at which GTCC is proud to honor its Graduates, faculty, and staff.

2009 Commencement Committee

Dr. Kathy Baker Smith, Chair
Marc Williams, Co-Chair

Debi Auman	Tonya England	Debbie Kelton	Lynda Snider
Brad Burch	Clint Harris	Frankie Lane	Ron Vineyard
Patricia Cates	Cheryl Hemric	Marcia McClaren	Karen Watkins
Kim Churchill	Lynda Hodge	Coretta Montague	Linda Whitlow
Jerry Clark	Margot Horney	Andrea Priest	Alison Wiers
Kent Cowan	Thomas Johnson	Ike Quigley	
Berri Cross	Ron Jones	Margaret Reid	
Shawn Dee	Carolyn Jordan	Meredith Rhoades	

ARENA PARKING

