



MEMORANDUM

TO: Graduating Class, 2016-2017

FROM: Melanie Pecord, Acting Vice-President for Instruction

SUBJ: Commencement Guidelines and Procedures

The forty-eighth annual commencement of John A. Logan College will be held **Thursday, May 11, 2017, (A-K) and Friday, May 12, 2017, (L-Z) at 7 p.m.** in the Donald L. Brewer Gymnasium and Convocation Center at John A. Logan College.

You may order your graduation regalia on-line at this web address: <http://www.jalc.edu/admissions/apply-for-graduation/ordering-your-cap-and-gown>. Regalia may be picked up at the John A. Logan College Bookstore beginning Monday, April 24, 2017.

We will not require any practice prior to the commencement ceremony; therefore, **we are asking you to report to the multi-purpose room next to the gymnasium promptly at 6 p.m. on your designated graduation day** so that we can review the ceremony with you. Your cooperation will allow this ceremony to be impressive, punctual, and brief. If one person is late, it will create problems for the other graduates. **PLEASE BE ON TIME!**

We will provide you with detailed information concerning the line-up and sequence for receiving your diploma at 6 p.m. on May 11 and 12. For safety purposes and to avoid congestion in the hallway outside of the gymnasium at the end of the commencement exercises, you will be led back to the multi-purpose room by the marshals. Please claim any belongings you may have left there and **exit through the door you originally entered**. Please ask your parents and guests to meet you outside. Hopefully, by doing this, congestion will be kept to a minimum.

Additional seating is available in O'Neil Auditorium. Commencement exercises can be viewed on a large remote television screen.

If you have any questions regarding the ceremony or the above information, please contact the Admissions Office at 985-2828, Ext. 8221.

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PLEASE NOTE: GUESTS SHOULD ARRIVE EARLY AS SEATING IS LIMITED.

**JOHN A. LOGAN COLLEGE
COMMENCEMENT PROCEDURES
THURSDAY, MAY 11, 2017 & FRIDAY, MAY 12, 2017
DONALD L. BREWER GYMNASIUM AND CONVOCATION CENTER**

1. *Processional* led by marshals. (Remain standing until invocation is completed.)
2. Ms. Pecord will ask the *audience to rise* and *introduce the minister* who will give the invocation.
3. *Invocation* - board members, faculty, and graduates should remain standing at the end of the processional until the minister delivers the invocation. (Men should remove hats for invocation.)
4. All participants should be *seated* when the minister is back to his/her seat on the stage.
5. Following the invocation, Ms. Pecord will *introduce the president*, Dr. Ron House.
6. Dr. House will *welcome* all guests and board members.
7. Dr. House will introduce the student speaker who will then deliver his/her address.
8. At the completion of the student speaker address, Dr. House will present the *Distinguished Faculty Award, the Distinguished Term Faculty Award, and the Distinguished Alumnus Award*. (Illinois Community College Trustees Association Awards)
9. Dr. House will acknowledge the John A. Logan College Band under the direction of Mr. Mike Hanes and then introduce the John A. Logan College Ensemble under the direction of Nathan Arnett. The Ensemble will then present the *musical selections*.
10. Ms. Pecord will make *certification* of the John A. Logan College graduates.
11. Following her certification, Ms. Pecord will say: "**Will the graduates please rise.**" At this point, all graduates should stand in unison and face the podium. Ms. Pecord will then walk from the stage area and stand by the podium on the floor until Dr. House confers the degrees.
12. Dr. Ron House will *confer the degrees* on all John A. Logan College graduates.
13. The graduates will remain standing until Dr. Ron House, says, "**We will now present the diplomas.**" Dr. House and Board of Trustees chairman will go to the diploma table. At this point, Ms. Pecord will call the name of the graduate(s) seated on stage. She will next begin to call the names of the graduates who are seated on the front row. **As the first row moves toward the podium, the other rows will be seated.** When there are only two persons left in a row to receive diplomas, the next row will stand and move to the podium. Graduates should stand at the tape mark on the floor, hand name cards to Ms. Pecord and wait until their names are called.
14. Please receive your diploma with your left hand and shake hands with the chairman of the Board of Trustees and Dr. House with your right hand. After receiving your diploma, return to your seat.
PLEASE REMAIN SEATED UNTIL EVERYONE HAS RECEIVED THEIR DIPLOMA.
15. Everyone will stand for the *benediction*. The board members, faculty, and graduates will remain standing for the recessional. The marshals will lead the board members, faculty, and graduates -- in that order -- in the recessional to the **multi-purpose room to avoid congestion in the exit hall.**

**NOTE: THE CAP AND GOWN ARE YOURS TO KEEP - PLEASE TAKE THEM WITH YOU.
ALL GRADUATES SHOULD EXIT THROUGH THE MULTI-PURPOSE ROOM IN
ORDER TO KEEP CONGESTION TO A MINIMUM IN THE HALL AREA OUTSIDE OF
THE GYMNASIUM. PLEASE INFORM YOUR FAMILY TO MEET YOU OUTSIDE.**