



MEMORANDUM

TO: Graduating Class, 2018-2019

FROM: Melanie Pecord, Acting Vice-President for Instruction

SUBJ: Commencement Guidelines and Procedures

The fiftieth annual commencement of John A. Logan College will be held **Thursday and Friday, May 16 and 17, 2019, at 7 p.m.** in the Donald L. Brewer Gymnasium and Convocation Center at John A. Logan College as follows:

Thursday, May 16, 2019	Friday, May 17, 2019
<i>Allied Health & Public Service (Career Programs)</i>	<i>Criminal Justice (Career and Transfer Programs)</i>
<i>Applied Technology (Career Programs)</i>	<i>Associate in Arts (Transfer Programs)</i>
<i>Business & Computers (Career Programs)</i>	<i>Associate in Engineering Science (Transfer Programs)</i>
<i>Nursing</i>	<i>Associate in Fine Arts (Transfer Programs)</i>
	<i>Associate in General Studies</i>
	<i>Associate in Science (Transfer Programs)</i>

I would like to offer my congratulations on achieving this milestone on your educational path to future success. You may order graduation regalia through the John A. Logan College Bookstore. Please access the bookstore website for more information on deadlines for ordering your cap and gown and information on when regalia is available to be picked up prior to the ceremony.

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. Students who arrive late and miss the instructions may not be allowed to participate in the processional. Your cooperation with this process is greatly appreciated and will allow for an orderly and rewarding graduation ceremony. If necessary, additional seating is available in O'Neil Auditorium where the commencement exercises can be viewed on a large television screen.

For safety purposes and to avoid congestion in the hallway outside of the gymnasium, we ask that students follow the marshals back to the multi-purpose room following the commencement. From there you may exit the building and meet parents and guests in the area in front of the main entrance to the College.

If you have any questions regarding the ceremony or the above information, please contact the Admissions Office at 985-2828, Ext. 8298.

PLEASE NOTE: GUESTS SHOULD ARRIVE EARLY AS SEATING IS LIMITED

**JOHN A. LOGAN COLLEGE COMMENCEMENT PROCEDURES
DONALD L. BREWER GYMNASIUM AND CONVOCATION CENTER**

- *Processional* led by marshals. (Remain standing until invocation is completed.)
- Ms. Pecord will ask the *audience to rise* and *introduce the minister* who will give the invocation.
- *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.)
- All participants should be *seated* when the minister is back to his/her seat on the stage.
- Following the invocation, Ms. Pecord will *introduce the president*, Dr. Ron House.
- Dr. House will *welcome* all guests and board members.
- Dr. House will *introduce the student speaker* who will then deliver his/her address.
- 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)
- 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 soloist under the direction of Rebecca Newburn. The soloist will then present the *musical selection*.
- Ms. Pecord will officially *certify* the John A. Logan College graduates.
- 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.
- Dr. Ron House will *confer the degrees* on all John A. Logan College graduates.
- 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. 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.
- 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.**
- Dr. House will *congratulate* the graduates and instruct them to move their tassels to the left side of their caps. He will ask everyone to 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. 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 HAVE YOUR GUESTS MEET YOU IN THE COURTYARD AREA OUTSIDE THE ENTRANCE TO THE COLLEGE.