Northeast State Community College

Spring 2012 Commencement Ceremony Information

Prepared by the Office of the Registrar
NOTES REGARDING COMMENCEMENT

• Summer 2011 graduates have received their diploma or certificates through the mail. Fall 2011 and Spring 2012 graduates’ diplomas will be mailed beginning June 18, 2012 to the address listed on the graduation application.

• All graduates must report to Memorial Center by 5:45 p.m. on May 8, 2012. You will check in and receive further instructions.

• Please make arrangements with a family member or friend to hold all personal belongings such as keys, purses, etc. during commencement. There is no secure place to store these items. Neither Northeast State nor East Tennessee State University will assume any responsibility for lost, misplaced, damaged, or stolen articles.

• Men should wear a dress shirt and slacks, tie, and dress shoes. Ladies should wear a dress (not longer than the gown) and dress shoes.

• Caps should be placed squarely on the head with the deep part in the back with the mortarboard being level. The tassel should be draped over the right side of the board; the tassels will be transferred to the left in unison when instructed during the commencement activities by the vice president.

• Men should remove their caps during prayer and replace them immediately after the prayer. Ladies do not remove their caps at any time during the ceremony.

• Please remember to bring your cap and gown to the ceremony. Extra caps and gowns will not be available.
Commencement Check-In

• All graduates are **required** to check-in on **Tuesday, May 8th** upon arrival at the Mountain States Health Alliance Athletics Center (Mini Dome). Check-in will take place on the East Auxiliary Gym Floor inside the Athletics Center.

**Graduate Reader Card *VERY IMPORTANT***

At the Commencement Check-In, graduates will receive a reader card to be used during the graduation ceremony. This card will be presented to announcer on stage in order for the graduate’s name to be called. If you feel your name may be difficult to announce, please place a phonetic spelling or pronunciation of your name on the card. **It is very important you receive your reader card and keep it with you at all times.**
Special Needs

Graduates and/or guests with disabilities who require accommodations such as special seating arrangements or interpreter services must make requests as soon as possible. Individuals who require special seating accommodations may have one guest accompany them in this reserved area. Please contact Ms. Betty Mask in the Center for Students with Disabilities at 423.354.2476 or Room C1102.
Have an emergency or need assistance? Please find below the locations of Northeast State Police Officers before, during and after the ceremony.
Commencement Setup inside ETSU Mini Dome.

No guests are allowed on the main arena floor before or during the commencement ceremony.
Platform Processional during the ceremony.
Faculty Processional during the ceremony.
Student Processional during the ceremony.
Congratulations!