

# MEMO

**TO:** PROJECTED GRADUATES  
**FROM:** Registrar's Office

Below is a schedule of activities relating to graduation and a list of important items to remember:

## TUESDAY, MARCH 5, 2019

### GRADUATION CELEBRATION OPEN HOUSE

**Time:** 11:00am-2:00pm

**Place:** Lower Caf

**Notes:** A one-stop shopping opportunity for all graduating students, where you can shop for announcements picture packages, rings, videos, and more. Feel free to come and go when you want.

## THURSDAY, APRIL 25, 2019

### MANDATORY GRADUATION MEETING

**Time:** 4:00 - 5:00pm

**Place:** EHC 100

**Notes:** This is a **MANDATORY** meeting for all graduates. Caps & gowns, as well as 12 tickets, will be distributed at this time and details about graduation weekend will be discussed.

## WEDNESDAY, MAY 1, 2019

### CAP & GOWN PORTRAITS

**Time:** 11:00AM - 5:00pm

**Place:** MacArthur Center Conference/Trophy Room

**Notes:** Take your official graduation portrait with cap & gown or in business attire. Appointments will be made through the vendor at the Graduation Celebration Open House.

## THURSDAY, MAY 9, 2019

### SPRING CONCERT-OPTIONAL

**Time:** 7:00 - 8:00pm

**Place:** Music Recital Hall

**Dress:** School dress

**Notes:** This end-of-the-year concert features all choirs and instrumentalists from the university in their best music of the year. The concert in the Recital Hall is free to all.

**FRIDAY, MAY 10, 2019**

GRADUATION PRACTICE

**Time:** 9:30am - 11:00am

**Place:** MacArthur Center

**Dress:** Casual

**Notes:** It is **MANDATORY** that you attend this practice session. Please make arrangements so that you may attend this practice. Those not present at the practice **WILL NOT BE ALLOWED TO WALK IN GRADUATION**. We will be as efficient as possible with our practice agenda, but the items which will be covered are critical for you to know.

FACULTY/GRADUATE LUNCHEON

**Time:** 12:00 - 1:30pm

**Place:** Dunkin Student Center Dining Room

**Dress:** School dress

**Fee:** None, but must sign up at Registrar's Office by **12:00pm on Friday, May 3**.

**Notes:** This is a time for graduates to get together with the professors who taught you in your major. It is intended to be a time of fellowship and sharing. Parents or friends of graduates should **NOT** attend this activity. A short program will be included.

GRADUATION CEREMONY

**Time:** Seating area opens at 6:00pm for those with tickets, 6:30pm for those without tickets\*  
Graduation exercises begin at 7:00pm.

**Place:** College of the Canyons Athletic Stadium

**Dress:** Dress Attire

**Notes:** Graduates should report to the Upper Field at College of the Canyons early enough to be robed for group graduation pictures on the following schedule:

4:45	Marketing Media	5:35	ME (Master of Education online)
4:50	Communication	5:40	Mathematics
4:55	Business Administration	5:45	Sciences
5:00	MBA	5:50	Kinesiology & Physical Education
5:05	Online (Bus. Mgmt. & Org. Mgmt.)	5:55	Computer & Information Sciences
5:10	Online (Bib. Studies, Bib. Couns., & Christ. Min.)	6:00	History
5:15	MABS (Biblical Studies)	6:05	Political Studies
5:20	MABC (Biblical Counseling)	6:10	English
5:25	Biblical Studies	6:15	Music
5:30	Liberal Studies & Teacher Ed		

In order to complete this picture-taking process in time to line up for graduation, it is **ABSOLUTELY IMPERATIVE THAT WE STICK TO THIS SCHEDULE**. Therefore, we will not wait for latecomers when taking each picture.

No one will be allowed into the seating area prior to 6:00 Friday evening.

\*Tickets will be required for friends and family members to enter the stadium at 6:00. You will be given twelve tickets to distribute to whomever you choose. These tickets will be distributed at the mandatory graduation meeting on Thursday, April 25, in EHC 100. Additional tickets may be distributed in the Registrar's Office.

The college will be recording the ceremony and a digital copy will be available on YouTube as part of your graduation fee. Personal recording of the ceremony is welcome, but out of courtesy to other members of the audience, recording must be done from the designated area located to the right of the stage.

Your cap, gown, hood, and tassel are yours to keep. Congratulations!