



GRADUATION APPLICATION & PLANNING GUIDE FOR SPRING 2012 DEGREE, DIPLOMA & GED

Please read all information carefully

An application must be submitted for each program you complete.

APPLICATION DEADLINES

All applications should be submitted to the Registrar's Office by the specified deadlines listed below.

- **Summer Completers - July 14, 2011**
- **Fall Completers - October 17, 2011**
- **Spring Completers - February 28, 2012**

Applications must be accompanied by a completed curriculum worksheet from your advisor, as well as the advisor's signature. It is the student's responsibility to ensure the Registrar's office has received your application and your information is up-to-date in BANNER (STC Student Database).

COMMENCEMENT FEE

If you are planning to participate in the commencement ceremony, there is a \$35 graduation fee. Students must complete a graduation application form. Fees are non-refundable. Payment is due no later than the cap and gown pick-up date. Note: The commencement ceremony is for associate degree, diploma and GED recipients.

CAP AND GOWN ORDERING

Herff Jones will be accepting orders online at www.herffjones.com from March 1, 2012, through April 20, 2012. Invitations can be ordered through the Savannah Campus Shop.

CAP AND GOWN PICK-UP

Caps and gowns will be available for pick-up at the Campus Shop from June 19, 2012, through June 25, 2012.

Campus Shop Business Hours

Monday---8 a.m. to 5 p.m.
Tuesday-Thursday---8 a.m. to 6 p.m.
Friday---8 a.m. to 12 noon

GRADUATION REHEARSAL

Rehearsal will be held the morning of graduation, June 26, 2012, at 10:00 a.m., in the Johnny Mercer Theatre, Savannah Civic Center. Please make sure you arrive on time. **Graduation rehearsal is required for all participants.** Make plans to be at rehearsal for at least two hours.

GRADUATION NIGHT-JUNE 26TH

Graduation will begin promptly at 6:00 p.m. All graduates need to be at the Civic Center no later than 4:30 p.m. for line-up. Savannah Technical College has made arrangements with a professional photographer to be at the Civic Center the evening of graduation at 4:00 p.m. For your convenience, graduation photos will also be taken on stage during the ceremony.

DEGREE AND DIPLOMA PICK-UP

If you have satisfied **all** requirements for your program, you may pick up your degree or diploma insert in the designated area of the Civic Center immediately following the commencement ceremony. If you will not be participating in the ceremony, you may pick up your insert from the Office of the Registrar at the Savannah Campus.

ADDITIONAL INFORMATION

If you apply for completion and are ineligible at the time you apply, you must submit a new application.

SUGGESTED ATTIRE

For **MEN**:

- White Shirt
- Conservative Tie (No bright colors)
- Black or Dark Blue Slacks
- Black or Dark Blue Socks and Shoes

For **WOMEN**:

- No long, dangling earrings
- Flesh-tone, off-black, or brown stockings
- Collarless Clothing
- No skirts or dresses which hang below the gown