



Student Graduation Guide: **2019-2020**



SHERIDAN TECHNICAL COLLEGE

Office of Student Affairs

STC/ME/2-21-2020

Graduation Planning

Ceremony Date/Time/Location

- **Date:** May 29, 2020
- **Time:** 9:00 AM
- **Location:** Nova Southeastern University
Rick Case Arena (Don Taft University Center)
3301 College Avenue, Fort Lauderdale, FL 33314

Rehearsal Date/Time/Location

- **Date:** Thursday, May 28, 2020
- **Time:** 8:00 AM
- **Location:** McFatter Technical College
Academic Resource Center (ARC) Gym
6500 Nova Dr, Davie, FL 33317
- **Note:** All graduates and faculty who are participating in the graduation ceremony are required to attend.

Eligibility Criteria

- **STC:** Post-secondary graduation participation is reserved for those students who completed or are in the process of completing a program (CTE, GED, ESOL) between July 1, 2019 and July 31, 2020. Career Technical Education (CTE) program completers are categorized as those who have met the basic skills requirement.
- **STHS:** Sheridan Technical High School secondary graduation participation will be determined by the high school counselor based on the Florida Department of Education's standard diploma requirements.
- **CDE:** Career Dual Enrolled (CDE) high school students are able to participate in graduation as long as they are considered a CTE program completer even if they do not meet the standard diploma graduation criteria at their home high school. Graduation participation for these students is based solely on earning a CTE program certificate, not a high school diploma.
- **Note:** All financial obligations must be cleared prior to graduation.

Basic Skills (Adult) / Diploma (High School) Deadline

- **Date:** May 28, 2020
- **Time:** 12:00 PM
- **Note:** Inform your school or program counselor when you have met the CTE basic skills or outstanding standard high school diploma requirement(s). This does not apply to GED and ESOL students.

Adult (Post-secondary) Student Gown/Regalia Order

- **Start Date for Orders:** April 20, 2020
- **Deadline for Orders:** May 28, 2020
- **Order Location:** STC Bookstore (Main Campus)
- **Cost:** \$45.37 (Purchase)
- **Gown/Regalia Pickup:** STC Bookstore (Main Campus)
- **Gown/Regalia Drop Off:** Graduates keep their cap, gown and cord(s).
- **Note:** The purchase includes gown, cap and cords. If graduates already own a gown from a previous STC program, only the tassel and cord(s) should be purchased. See STC bookstore for details.

STHS High School Student Gown/Regalia Order

- **Start Date for Orders:** Contact Herff Jones or STHS graduation liaison for details.
- **Deadline for Orders:** Contact Herff Jones or STHS graduation liaison for details.
- **Order Location:** Via Herff Jones
- **Cost:** \$44.00 (Rental)
- **Gown/Regalia Pickup:** Graduation regalia will be distributed at STHS during the Senior Breakfast.
- **Gown/Regalia Drop Off:** Graduates must return gowns and exhibition hoods immediately following the commencement ceremony to receive the diploma. Graduates keep their tassel, medallion, cap and cord(s). Graduation stoles must be returned if directed to do so by school staff/club sponsor.

Career Dual Enrolled Student Gown/Regalia Order

- **Start Date for Orders:** April 20, 2020
- **Deadline for Orders:** May 28, 2020
- **Order Location:** STC Bookstore (Main Campus)
- **Cost:** \$45.37 (Purchase)
- **Gown/Regalia Pickup:** STC Bookstore (Main Campus)
- **Gown/Regalia Drop Off:** Graduates keep their cap, gown and cord(s).
- **Note:** The purchase includes gown, cap and cords. If graduates already own a cap and gown from a previous STC program, only the tassel and cord(s) should be purchased. See STC bookstore for details.

Invitations/Response Cards (RSVP)

- A response card (RSVP) is required to attend the ceremony. Graduation invitations will be mailed out to all graduates based on the mailing address on file. It is the responsibility of the graduate to return the response card by **May 1, 2020**. Response cards must be returned in person to the Office of Student Affairs (Building 11) or completed online at www.sheridantechnicalcollege.edu/graduation.

Tickets

- Seating in the arena is limited; therefore, each graduate will receive 4 initial tickets at graduation rehearsal. Each guest, including infants and toddlers, must have a ticket. Tickets are not required for graduates participating in the commencement ceremony.
- Graduates may request up to 3 additional complimentary tickets which will be provided at graduation rehearsal. Ticket availability is based on venue capacity restrictions and the number of graduates participating in the commencement ceremony. Additional tickets must be requested in writing via the response card by **May 1, 2020**. Every effort will be made to honor the request, however, quantities are not guaranteed. Graduates are also encouraged to seek extra tickets from fellow graduates.
- Tickets will not be distributed the day of graduation or be released to a third party.
- Remember to distribute tickets to your guest(s) prior to graduation day.

Parking Passes

- Graduates will receive two (2) complimentary parking passes at graduation rehearsal. Additional parking passes are available for purchase (\$7 each) at graduation rehearsal (exact cash only). Vehicles without parking passes will be charged \$10 per vehicle and will be directed to another parking lot. Remember to distribute parking passes to your guest(s) prior to graduation day.

Accommodations for Disabilities

- In efforts to ensure a memorable commencement ceremony for all graduates, individuals who require accommodations for visual, hearing or mobility (i.e. wheel chair, scooter, walker, etc.) disabilities can identify accommodation needs on the graduation response (RSVP) card.

Graduation Cords & Honors

Secondary (High School)	Post-Secondary (Adult/College)
Art Club- Red, Blue and Yellow	Adult Education (GED/ESOL)- Maize
Cheerleading- Pink	Business Management & Administration- Royal Blue
Class Officers- Sash	Construction- Brown
Debate- Maroon & Silver	Cosmetology/Human Services- Pink
Drama- Blue & Gold	Education & Training- Purple
Geek Out- Silver & HDMI	Health Science & Practical Nursing- Maroon
High Honors Cord- Gold & Maroon	Information Technology- Red
Highest Honors Cord- Gold & White	Professional Culinary Arts & Hospitality- Orange
Honor Cord- Gold	Transportation- Sky Blue
Key Club- Royal Blue	Veterans- Red, White, Blue
Mu Alpha Theta- Light Blue & Gold	
Multi-Media- Red	
Music- Deep Purple	
National Honor Society- Gold Sash	
National Technical Honor Society (1 yr)- Gray Sash	
National Technical Honor Society (2 yrs)- White Sash	
Service Hours (250 hours or more)- Silver	
Student Government Association- Light Purple	
Teen Readers- Yellow	
Valedictorian & Salutatorian- Medal	
Women of Tomorrow- Red & Gold	

Student Check List

- Update your contact information to ensure you receive graduation correspondents. (August- December)
- Post-secondary students, if you have not met basic skills, work closely with your instructor and program counselor/advisor to complete this requirement by the deadline. High school students work closely with your school counselor to ensure you are on track to earn a standard high school diploma. (August - May)
- Resolve any outstanding financial obligations owed to the school. (August – May)
- Return your response card by the RSVP deadline. (March - May)
- Purchase your cap/gown. (March - May)
- Attend graduation rehearsal. (May)
- Provide your guests with their graduation tickets and parking passes **prior** to graduation day. (May)
- Report to the graduation ceremony by 7:00 am. (May)
- Complete the online graduation survey (<http://www.quia.com/sv/1053558.html>) (May)

Commencement Ceremony (Graduation Day)

Arrival

- **Graduates:** Report to the arena loading dock by 7:00 AM. Graduates will need graduation gown for entry.
- **Guests:** Doors open two hours before the ceremony, so guests should plan to arrive well before 9:00 am and will assemble on the first floor lobby until instructed by NSU staff to enter the arena. No one will be allowed to enter the arena during the processional. Seating is on a first-come, first-served basis.

Attire/Regalia

- **Under Gown Attire:** Wear lightweight, comfortable attire under your gown. Men should wear dark pants, shoes and socks (no sneakers or flip flops) with a collared or button down shirt. Jackets are not encouraged. Women should wear a dress, skirt or dark slacks with a nice top and comfortable dress shoes (no sneakers or flip flops). Dresses and skirts should not extend past the trim of the gown. Very high heeled shoes should be avoided; rather, opt for flats or low heels. Purses and backpacks are not permitted.
- **Gown:** If necessary, be sure to de-wrinkle the gown. Creases and folds caused by the packaging can be removed by steaming or ironing (low heat) the gown. Hanging the gown on a hanger days before the ceremony will also assist with removing wrinkles. If the gown comes with a white collar, do not wear it. Gowns should be free of any markings or modifications (i.e. flowers, pins, buttons, etc.); however, school issued graduation cords, medallions or other honors are permitted.
- **Cap:** Caps should be worn in such a manner that the top is flat rather than slanted or tilted. Tassels should be worn on the right side of the cap before the ceremony and are then moved to the left when directed to do so once students are conferred as graduates. Student caps can be decorated, however the following guidelines must be followed:
 - 1 Must **not** contain any advertisement, symbols, abbreviations, initials, words, slogans, patches, or pictures that refer to drugs or controlled substances, tobacco, alcohol, or weapons or be of a sexual nature.
 - 2 Must **not** denote an affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students.
 - 3 Must **not** be obscene, profane, vulgar or lewd.
 - 4 Must **not** threaten the safety and welfare of any person.
 - 5 Must **not** contain battery operated devices, blinking lights or anything that makes noise.
 - 6 Only the flat, top area of the mortar board may be decorated. Decorations must be flat on the surface. Therefore, 3-D creations and items hanging from the sides of the cap are prohibited. Make sure items are secure and not falling off.
 - 7 Graduation caps will be reviewed at the ceremony. STC and venue staff reserve the right to remove any cap that violates any of the said policies or threatens the integrity of the ceremony.
- **Gown Return:** Post-secondary (adult) and Career Dual Enrolled (CDE) graduates will keep their gowns. STHS graduates must return their gowns immediately following the ceremony in order to receive their diploma.

Parking

- Parking will be in the Library and Main Student Parking Garage, SW 75th Ave, Davie, FL 33314. You may use the following link for directions: <http://bit.ly/2BHUK4x>. Parking passes are mandatory and must be displayed. There will be some walking involved, so be sure to wear comfortable shoes. Graduates remember to give your guest(s) their parking passes prior to graduation day.

Live Streaming

- Online live streaming of the commencement ceremony will be available for those who are unable to attend at sheridangrad.cchsctv.com.

Conduct/ Graduation Decorum

We request that all students, parents and guests conduct themselves in a respectful manner. Students and attendees may be removed from the graduation ceremony if their behavior or conduct is inappropriate and/or disruptive.

Graduates

- Student conduct and responsibility at the graduation ceremony and rehearsal shall follow the rules set forth in the Secondary (high school students) and Postsecondary (adult students) Code of Student Conduct.
- Students shall follow the protocol procedures and schedule of events as established and reviewed in the graduation rehearsal.
- All graduation participants must wear the appropriate graduation regalia (please see above for details).
- When crossing the stage, students shall shake the hands of the stage guests, receive their diploma/certificate cover, and immediately return to their seats.
- The graduation program will designate those students who are authorized to address the graduates and class. No student may speak to the audience without the specific permission and authorization of the school principal/director.
- No gum chewing.
- Cell phones should be placed on vibrate or silent mode during the ceremony.
- Noise makers, including air horns or whistles, are not permitted in the graduation venue and their use is strictly prohibited.
- The throwing of beach balls, balloons, confetti or other related items are strictly prohibited during the graduation ceremony.
- Leave valuables at home or with guest(s) during the ceremony. There will be no secure location for your belongings. STC and the venue are not responsible for lost or stolen items.

Guests

- Appropriate dress is recommended (e.g. business attire for the men, semi-formal for the ladies).
- Personal use of cameras without flash and hand held video cameras are permitted as long as one remains in their seat and respects the viewing rights of attendees. Flash photography and standup videotaping are not permitted during the graduation ceremony.
- Follow the school principal's instructions for applause and recognition during the ceremony.
- Noise makers, including air horns or whistles, are not permitted in the graduation venue and their use is strictly prohibited.

- The throwing of beach balls, balloons, confetti or other related items are strictly prohibited during the graduation ceremony.
- The graduation program will designate those individuals who are authorized to address the audience and graduates. No individual may speak to the audience without the specific permission and authorization of the school principal/director.
- At the conclusion of the graduation ceremony, the audience shall remain seated until all the graduates have exited the auditorium/arena.
- For the safety of everyone, guests cannot stand in the aisles as this is a fire hazard.
- Graduation ceremonies start promptly. All guests should arrive at the graduation venue prior to the start of the graduation ceremony. Late arrivals shall not be seated until the conclusion of the graduate processional. Please note that there is a security check point before entering the arena, so make every effort to arrive early.

Venue Security & Restrictions

To ensure the safety of all graduates, staff and guests, security measures will be in effect at the venue. Everyone entering the arena must go through the security checkpoint. Graduates must have gowns, faculty must have school ID and guests must each have a ticket for entry (no exceptions). NSU staff reserve the right to deny entry to the arena. The following are not permitted:

- Helium balloons
- No bags larger than 8 ½ x 11 (all bags will be searched)
- Strollers
- Pets/animals (*except service animals*)
- Weapons of any type
- Outside food and beverages
- Fireworks
- Noise makers/air Horns
- Illegal substances
- Glass or bottles
- Laser products
- Lighters
- E cigarettes
- Coolers

Diploma/Certificate Pick-up

- **STHS Students:** Diplomas will be provided immediately following the graduation ceremony.
- **Adults/Career Dual Enrolled Students:** Certificates will be available for pick-up at STC. Instructors will inform students on the process and time frame the certificate will be available.

Graduation Survey

- Congratulations graduate! Please complete the online survey (<http://www.quia.com/sv/1053558.html>) regarding your graduation experience. The data will assist us in evaluating the overall quality of the commencement ceremony planning to ensure a memorable experience for graduates.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321- 2150 or Teletype Machine (TTY) 754-321-2158.