



# Graduation Guide: 2020-2021

Revised 5/26/21



## SHERIDAN TECHNICAL COLLEGE

### Office of Student Affairs

STC/ME/S-26-2021

# Quick Reference

## Important Dates

### Graduation/Commencement Ceremony:

- Sunday, June 6, 2021 at 11:00 AM

### Graduation Info Sessions:

- May 27, 2021 at 1:30 PM – 2:30 PM or
- May 28, 2021 at 10:00 AM – 11:00 AM

### RSVP Deadline:

- June 2, 2021 at 12:00 pm

### Cap/Gown Purchase:

- May 3, 2021-June 4, 2021

### Basic Skills Deadline:

- June 2, 2021 at 12:00 PM

### Ticket Pick-up:

- Date: 6/1, 6/2, 6/3 at 7:00 AM – 6:00 PM; 6/4 at 7:00 AM – 12:00 PM

## Website Links

### STC Graduation Website:

- <https://www.sheridantechnicalcollege.edu/graduation>

### RSVP:

- <https://www.sheridantechnicalcollege.edu/graduationrsvp>

### Graduation Info Session:

- <https://attendee.gotowebinar.com/rt/3232583291558576911>

### College Central Job Board:

- <https://www.collegecentral.com/sheridantechnical>

### Legacy Brick Purchase:

- <https://polarengraving.com/sheridantechnicalcollege>

### Alumni Association:

- <https://www.browardtechnicalcolleges.com/alumni>

### STC Graduation Email:

- [STC\\_graduation@browardschools.com](mailto:STC_graduation@browardschools.com)

# Graduation Pre-Planning

## Ceremony Date & Venue

**Date:** Sunday, June 6, 2021

**Time:** 11:00 AM (Doors open at 10:00 AM)

**Location:** Dillard High School (Gymnasium)  
2501 NW 11th St.  
Fort Lauderdale, FL 33311

## Graduation Information Session

There will be no graduation rehearsal this year. In lieu of a rehearsal, there will be an online graduation information session. Please register for one of the following two sessions:

- **Session 1 Date/Time:** Thursday, May 27, 2021 @ 1:30 PM – 2:30 PM
- **Session 2 Date/Time:** Friday, May 28, 2021 @ 10:00 AM – 11:00 AM
- **Online Registration:** <https://attendee.gotowebinar.com/rt/3232583291558576911>
- **Note:** Graduates who are unable to attend can view the recorded session at [www.sheridantechnicalcollege.edu/graduation](http://www.sheridantechnicalcollege.edu/graduation) starting June 1<sup>st</sup> or refer to this Graduation Guide for details. For questions contact Maude Eugene at [STC\\_graduation@browardschools.com](mailto:STC_graduation@browardschools.com) or call 754.321.5444.

## 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, 2020 and July 31, 2021. Career Technical Education (CTE) program completers are categorized as those who have met the basic skills requirement.

**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.

## Gown/Regalia Order

**Start Date:** May 3, 2021

**Deadline:** June 4, 2021 at 12:00 PM

**Location:** STC Bookstore (Main Campus)

**Cost:** \$45.37 (Purchase)

**Bookstore Hours:** Mon. & Fri. 8 am - 3 pm; Tues., Wed. & Thurs. 8 am - 7 pm (no appointment needed)

**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)

Graduation invitations are emailed to the student's email address on file. It is the responsibility of the graduate to update contact info and to complete the online response card by **June 2, 2021** (12:00 pm) at <https://www.sheridantechnicalcollege.edu/graduationrsvp/> . **This is a password protected site, so please refer to your invitation for the password.** A confirmation email will be sent 1 to 2 school days after submission.

## Tickets

- Seating is limited; therefore, each graduate will receive 2 tickets. Each guest, including infants and toddlers, must have a ticket. Tickets are not required for graduates participating in the commencement ceremony. No additional tickets will be provided. No exceptions.
- Graduates be sure to provide your guest(s) with their tickets before graduation day.
- **Ticket Pick-Up**
  - **Date:** 6/1, 6/2, 6/3; 6/4
  - **Time:** 7:00 AM – 6:00 PM ; 7:00 AM – 12:00 PM
  - **Location:** Sheridan Technical College (Main Campus)  
Building 11 (Office of Student Affairs)
  - **Note:** Picture ID and face mask required. No tickets will be issued the day of graduation. Tickets will be provided to the graduate only and signature is required.

## Accommodations for Disabilities

Individuals who require accommodations for visual, hearing or mobility disabilities can identify accommodation need(s) on the online response (RSVP) card.

## Graduation Cords & Honors

Adult Education (GED/ESOL)- Maize  
Business Management & Administration- Royal Blue  
Construction- Brown  
Cosmetology/Human Services- Pink  
Education & Training- Purple  
Health Science & Practical Nursing- Maroon  
Information Technology- Red  
Professional Culinary Arts & Hospitality- Orange  
Transportation- Sky Blue  
Veterans- Red, White, Blue

# Commencement Ceremony (Graduation Day)

## Arrival

**Faculty:** Report to the gymnasium by 9:30 AM. Faculty will need a school badge for entry.

**Graduates:** Report to the gymnasium at 10:00 AM. Graduates will need graduation gown for entry.

**Guests:** Doors open at 10:00 AM. Doors will temporarily close at the start of the ceremony and will re-open after the Pledge of Allegiance.

## Parking

There is no charge for parking and a parking pass is not required. **Graduates and guests** must park in **P2 (Gate 2)** which opens at open at 10:00 AM. **Staff** park in **P1 (Gate 1)** which Opens at 9:30 AM and closes at 10:30 AM.



## Live Streaming

Online live streaming of the ceremony will be available for those who are unable to attend. The link will be available at <https://www.sheridantechnicalcollege.edu/graduation/> as graduation nears.

## Graduation Program

The graduation program will be available online only at <https://www.sheridantechnicalcollege.edu/graduation/>. It will be available to view on graduation day.



## 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:

- 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.
- 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.
- Must **not** be obscene, profane, vulgar or lewd.
- Must **not** threaten the safety and welfare of any person.
- Must **not** contain battery operated devices, blinking lights or anything that makes noise.
- 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.
- 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:** Graduates will keep their gowns. Faculty gowns will be returned immediately following the ceremony at the venue.

## Venue Security & Restrictions

Graduates must have gowns, faculty must have school IDs and guests must each have a ticket for entry...including infants (no exceptions). Face masks must be worn at all times and social distancing guidelines apply. Guests keep at least 2 seats of separation between families. Graduate and staff seats are socially distanced.

The Following Items are PROHIBITED and not permitted at graduation facility:

- No purses, backpacks, backpack purses, cinch bags, sling bags or draw string bags
- No clutches or purses larger than 4" x 6"
- No audio or video recording devices, GoPros, laptops, or selfie sticks
- No wrapped gifts or balloons
- No signs
- No strollers

## Venue Security & Restrictions (Continued)

- No weapons of any kind (knives, pocket knives, mace, tasers, etc.)
- No fireworks and laser pointers
- No air horns or vuvuzelas
- No animals, except certified service animals
- No umbrellas
- No throwing of any items (confetti, beach balls, balloons, etc.)
- Any other item security may deem dangerous to public safety

## Conduct/ Graduation Decorum

We request that all graduates 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

- All graduates will be required to wear protective face coverings to enter the facility and must be worn throughout the duration of the ceremony. Implementation of social distancing procedures will also be enforced.
- Graduates are reminded that their conduct and responsibility at graduation ceremonies and rehearsals shall follow the rules set forth in the Code of Student Conduct.
- Graduates shall follow the protocol procedures and schedule of events as established and reviewed in the graduation rehearsal.
- Graduation caps shall be worn at all times.
- Graduates should recognize the importance of the graduation ceremony and dress appropriately.
- 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.
- 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 at the graduation ceremony are strictly prohibited.

### Guests

- All parents and guests will be required to wear protective face coverings to enter the facility and must be worn throughout the duration of the ceremony. Implementation of social distancing procedures will also be enforced.
- 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.

## Conduct/ Graduation Decorum (Continued)

- 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.
- Graduation ceremonies will be starting promptly; therefore, all parents and 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 presentation of colors and the national anthem. Please recognize there are hundreds of guests attending graduation ceremonies, so make every effort to arrive early.

## Order of Events

1. Graduates report to cafeteria to check-in at 10:00 am (Staff report to cafeteria at 9:30 am)
2. Guests report directly to gym starting at 10:00 am and must be seated by 10:45 am
3. Graduates are provided with seat assignments at check-in and report directly to seat (no processional)
4. Graduates are seated by program
5. Commencement ceremony begins promptly at 11:00 am (doors will reopen after the Pledge of Allegiance)
  - a. National Anthem
  - b. Pledge of Allegiance
  - c. Welcome and Introduction
  - d. Honored Guests
  - e. Outstanding Student Speaker
  - f. Guest Speaker
  - g. Remarks from the Director
  - h. Presentation of Certificate & Diploma
  - i. Turning of the Tassel
  - j. Closing Remarks
6. During the presentation of certificates and diplomas, graduates will be escorted to stage row by row led by line leaders
7. No handshakes on stage...avoid or minimize direct contact as much as possible
8. At the conclusion of the ceremony, graduates will exit through doors behind stage

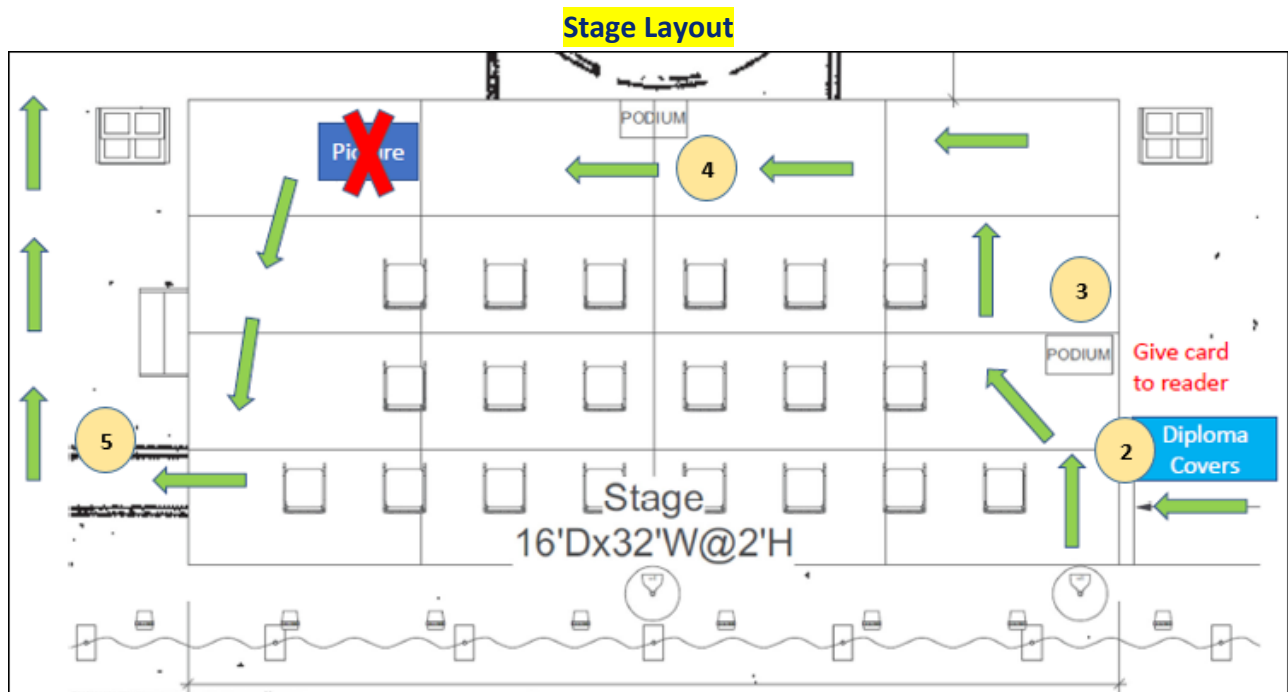
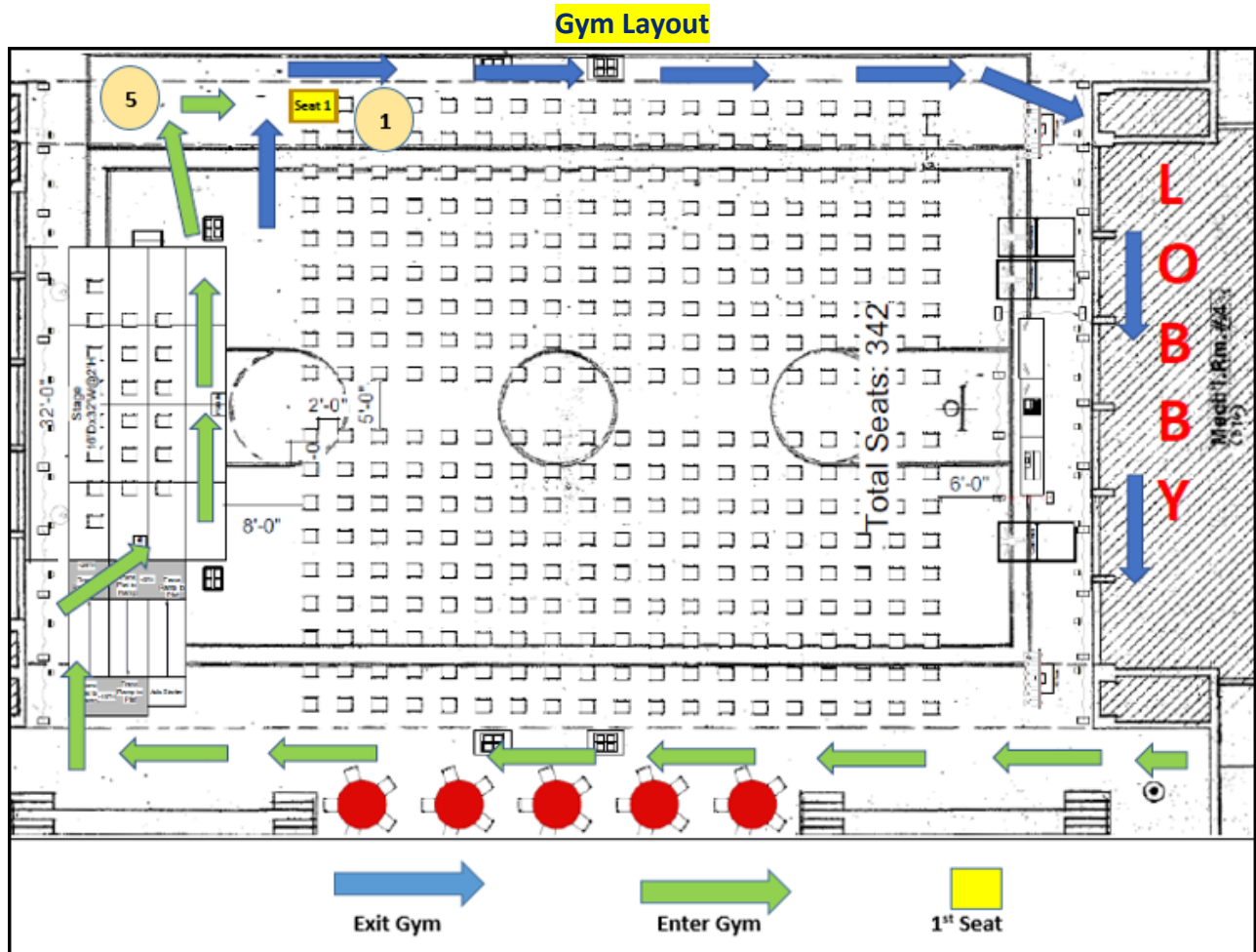
## Venue Layout & Line-up Process

1. Follow the line leader out of the gym, through the lobby and back in the gym via opposite door. Seat 1 will start the line. (Refer to gym layout)
2. Pick up a certificate/diploma cover. (Refer to stage layout)
3. Give your name card to reader at podium. (Refer to stage layout)
4. Greet dignitaries on stage (no handshakes). (Refer to stage layout)
5. Exit stage and return to seat. Remain standing until your row is instructed to be seated. (Refer to stage and gym layout)

\*\*\*\*Refer to gym and stage layouts on next page.



## Venue Layout & Line-up Process (Continued)



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# Post-Graduation

## Certificate Pick-up

Certificates will be available for pick-up at STC. Contact the program instructor for certificate availability.

## Career Center/ Job Board

The STC Career Center is here to assist you with all your job search needs (resume writing, mock interviews, interview attire and online job board). To access the College Central Network job board visit <https://www.collegecentral.com/sheridantechnical>.

## Legacy Brick Purchase

Leave your legacy at Sheridan Technical College by purchasing an engraved Legacy Brick! For more information visit: <https://polarengraving.com/sheridantechnicalcollege>.

## Alumni Association

Stay connected! Join the BTC Alumni Association. For more info email [brwdtechalumni@gmail.com](mailto:brwdtechalumni@gmail.com), call 754.321.5802 or visit <https://www.browardtechnicalcolleges.com/alumni/>.

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