



# Graduation Guide 2022-2023



**SHERIDAN TECHNICAL COLLEGE**

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Office of Student Affairs

[SheridanTechnicalCollege.edu/graduation](https://SheridanTechnicalCollege.edu/graduation)



# Quick Reference

## Graduation Checklist

**Please take the following steps to participate in the graduation ceremony. Refer to the “Graduation Pre-Planning” section (starting on page 3) for complete details.**

1. Access your graduation invitation via your email.
2. Read this Graduation Guide in its entirety for all details pertaining to graduation.
3. RSVP no later than the RSVP deadline.
4. Register for a graduation info session.
5. Purchase your cap and gown from the STC bookstore (main campus).
6. Pick up your guest tickets on the specified dates.

## Important Dates

**Graduation/Commencement Ceremony:** Click [here](#) for more information.

- Saturday, June 3, 2023 at 9:00 AM

**Graduation Info Sessions:** Click [here](#) for more information.

- May 25, 2023 at 4:00 PM – 5:00 PM or May 26, 2023 at 10:00 AM – 11:00 AM

**RSVP Deadline:** Click [here](#) for more information.

- May 24, 2023

**Cap/Gown Purchase:** Click [here](#) for more information.

- Now – June 1, 2023 by 12:00 PM

**Basic Skills Deadline:**

- May 24, 2023

**Ticket Pick-up:** Click [here](#) for more information.

- Date: 5/30, 5/31, 6/1 at 8:00 AM – 6:00 PM

## Website Links

**STC Graduation Website:**

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

**RSVP:** Click [here](#) for more information.

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

**Graduation Info Sessions:** Click [here](#) for more information.

- <https://attendee.gotowebinar.com/rt/937317600398150493>

**College Central Job Board:** Click [here](#) for more information.

- [www.collegecentral.com/sheridantechnical](http://www.collegecentral.com/sheridantechnical)

**Legacy Brick Purchase:** Click [here](#) for more information.

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

**Alumni Association:** Click [here](#) for more information.

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

# Graduation Pre-Planning

## Ceremony

- **Date:** June 3, 2023
- **Time:** 9:00 AM (Doors open for guests at 8:00 AM)
- **Location:** Nova Southeastern University  
Rick Case Arena (Don Taft University Center)  
3301 College Avenue, Fort Lauderdale, FL 33314

## Graduation Information Session

There will be an online graduation information session. Please register for one of the following two sessions:

- **Session 1 Date/Time:** Thursday, May 25, 2023 @ 4:00 PM – 5:00 PM **or**
- **Session 2 Date/Time:** Friday, May 26, 2023 @ 10:00 AM – 11:00 AM
- **Online Registration:** <https://attendee.gotowebinar.com/rt/937317600398150493>
- **Note:** Graduates who are unable to attend can refer to this Graduation Guide or recorded information session for details. The recorded information session will be available the week prior to graduation. For additional questions contact Maude Eugene at [STC\\_graduation@browardschools.com](mailto:STC_graduation@browardschools.com) or 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, 2022 and July 31, 2023. 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 for Orders:** Now
- **Deadline for Orders:** June 1, 2023 by 12 pm
- **Order Location:** STC Bookstore (Main Campus)
- **Cost:** \$45.74 (Purchase)
- **Bookstore Hours:** No appointment required  
Monday & Friday: 8 am - 3 pm  
Tuesday, Wednesday & Thursday: 8 am - 7 pm (Break 3 - 3:30 pm)
- **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 cord(s).

## Invitations/Response Cards (RSVP)

**Invitation:** 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 **May 24, 2023** at <https://www.sheridantechnicalcollege.edu/graduationrsvp/>. This is a password protected site, so please refer to your invitation for the password. Please be sure to check your spam/junk folder.

**RSVP Confirmation:** A confirmation email will be sent up to 2 school days after submission. The confirmation email will be from **STC\_graduation@browardschools.com** and is titled "**STC Graduation RSVP Confirmation**", so please be sure to check your spam/junk folder.

## Phonetic Spelling of Name (RSVP Card)

If your name is one that is pronounced in a special way, please indicate the phonetic pronunciation on the online RSVP card. Indicate either the phonetic spelling of your name OR a familiar word that rhymes with your name. Be sure to separate the syllables with dashes.

For example:

1. Raul Gonzalez = rah-ool gon-sah-les
2. Ngoc Nguyen = nahk nuh-wen
3. Sophia Lamagna = so-fee-uh sounds like "lasagna"

## Accommodations for Disabilities (RSVP Card)

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

## Tickets

- Each graduate will receive **6 guest 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. Graduates be sure to provide your guest(s) with their tickets before the day of graduation.
- **Ticket Pick-Up**  
**Date:** 5/30, 5/31 and 6/1  
**Time:** 8:00 AM – 6:00 PM  
**Location:** Sheridan Technical College (Main Campus) - Building 11 (Office of Student Affairs)  
**Note:** Picture ID is required. No tickets will be issued the day of graduation. Tickets will be provided to the graduate only and a signature is required.

## Graduation Cords & Honors

- |                                     |  |
|-------------------------------------|--|
| • Adult Education (GED/ESOL)- Maize | • Business Management & Admin.- 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 arena loading dock by 7:00 AM. Faculty will need a school badge or gown for entry.
- **Graduates:** Report to the arena loading dock by 7:30 AM. Graduates will need graduation gown for entry.
- **Guests:** Doors open at 8:00 AM and guests must be seated 15 minutes prior to start time. Doors will temporarily close at the start of the ceremony and will re-open after the National Anthem.

## Attire/Regalia - Graduates

**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 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 and faculty will keep their gowns.

## 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

- Students are reminded that their conduct and responsibility at graduation ceremonies and rehearsals shall follow the rules set forth in the Code of Student Conduct.
- Students shall follow the protocol procedures and schedule of events as established and reviewed in the graduation rehearsal/information session.
- Graduation caps shall be worn at all times.
- Students 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.
- Noisemakers, including air horns or whistles, are not permitted in the graduation venue and their use is strictly prohibited.
- The throwing of beach balls, balloons, or other related items at the graduation ceremony are strictly prohibited.
- The throwing of confetti is not permitted during the graduation ceremony.

### Guests

- Appropriate dress is recommended (e.g., business casual).
- 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 throwing of confetti is not permitted 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.

## Live Streaming

Online live streaming of the commencement 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.

## Venue Security & Restrictions

To ensure everyone's safety, various security measures will be in effect at the venue. Everyone entering the arena must go through a security checkpoint. Graduates must have gowns, faculty must have school IDs and guests must each have a ticket for entry (no exceptions). Re-entry is not permitted once you leave the arena (even with a ticket). NSU staff reserve the right to deny entry to the arena. ALL BAGS & PERSONS ARE SUBJECT TO SEARCH. The following are **not** permitted:

- Coolers
- Weapons of any type
- Outside food and beverages
- Fireworks
- Noise makers/air horns (whistles, horns, bells, etc.)
- Pets/Animals (except for service animals)
- Illegal substances and alcohol
- Bottles
- Large bags (see acceptable bag policy below)
- Laser products
- Strollers (stroller parking available outside Arena)
- Balloons
- Lighters
- NO SMOKING IS PERMITTED ON-CAMPUS!
- Any items deemed inappropriate or hazardous by arena management



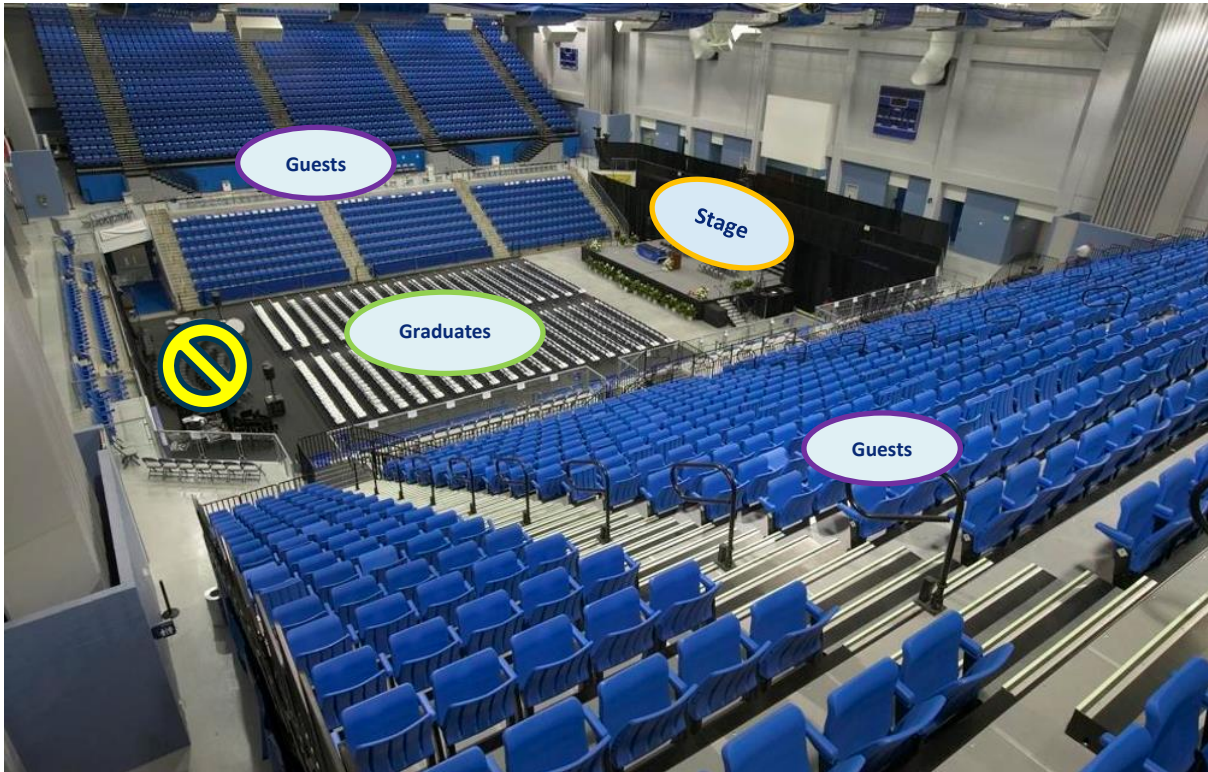


## Parking Garage Map

Park in the **Library Parking Garage** located at **3051 Ray Ferrero Jr. Blvd, Davie, FL 33314**. There is no charge for parking and no parking pass required. Cars must be parked head first. Be sure to wear comfortable walking shoes.



## Arena Layout





# Post-Graduation

## Distribution of Certificates

Certificates are **not** distributed at the graduation ceremony. Rather, a certificate cover is provided to all graduates. Certificates will be available for pick-up at STC. Instructors will inform students on the process and time frame the certificate will be available. No further action is required for graduates who have already picked up their certificates.

## 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 (<https://www.browardtechnicalcolleges.com/alumni/>).



The graphic is a promotional flyer for the BTC Alumni Network. It features a dark blue background with a gold and white color scheme. On the left, there is a circular logo with the text "BTC ALUMNI NETWORK" and "GET READY FOR '23". In the center, there is a photograph of a graduation ceremony with a cap and gown. On the right, there is a section titled "BE IN TOUCH | BE CONNECTED | BE INVOLVED" which includes contact information for BrowardTechConnect, an email address, a phone number, and a list of benefits. A QR code is located in the bottom right corner.

**BTC ALUMNI NETWORK**  
GET READY FOR '23

**ALUMNI ASSOCIATION**  
BROWARDTECHCONNECT.COM

**BE IN TOUCH | BE CONNECTED | BE INVOLVED**  
Sign up for BrowardTechConnect at [www.BrowardTechConnect.com](http://www.BrowardTechConnect.com)  
For more information email [brwdtechalumni@gmail.com](mailto:brwdtechalumni@gmail.com) | 754-321-5802

Benefits Include:

- Registration in the Alumni Directory
- Free Seminars & Workshops
- Networking Opportunities
- Career guidance
- Business Promotion Opportunities

QR Code