MANDATORY REHEARSAL—Morning of Graduation Day

- You must attend our mandatory rehearsal the morning of Graduation Day.
- When/Where: Tuesday, June 14, 2016 at 11:00 am at Corsair Field (football stadium). The rehearsal will last approximately 1½ hours.
- Do NOT bring your cap and gown to rehearsal. Wear a hat and/or sunscreen.
- Once you have arrived and have taken a seat on the bleachers, we will proceed to instruct you on how you will file into Corsair Field at the evening ceremony.

GRADUATION CEREMONY ARRIVAL—4:00 PM at the SMC Pavilion (Gym; behind the Library)

- Because of construction around the Pavilion, there are only two entrances into the building—one on the north side adjacent to Parking Lot 3, and one in the south side adjacent to the Math Complex.
- You must be at the Pavilion at 4:00 PM in order to check-in and receive your name card for the ceremony. Please check-in at the designated table based on your last name.
- Arriving at 4:00 PM is also suggested if you plan to have your picture taken by our photographer. You absolutely must arrive no later than 4:45 PM. You must wear your graduation cap and gown in order to participate. If you have not purchased these items, do so ASAP at the Bookstore.
- DO NOT LOSE THE NAME CARD as it will be used to call your name on stage at the graduation. You will also need it so our photographer, Grad Images sends you your photo proofs. You are not obligated to purchase photos.
- Please do not bring any valuables to the ceremony. Purses and backpacks cannot be carried. You may check-in small items for safekeeping (guarded by College Police) at the Pavilion. Items can be picked up immediately following the ceremony.
- Friends and family cannot accompany at the Pavilion. They should go directly to the Corsair Field.

PROCISIONAL

- You will be asked to line up in two separate lines at the Pavilion. One line will enter the Corsair Field from the north gate and the other line will enter from the south gate. If you requested a special accommodation, please line up at the front of the line heading north.
- Wear your cap and keep your tassel on the right side.
- Marshals will lead you to your seat. Watch the rows as you are sitting down in the bleachers to ensure you are not leaving space between you and the next graduate.
- Sit down as soon as you arrive at your seat in the bleachers.

GRADUATION CEREMONY—ORDER OF EVENTS

- A copy of the commencement program is available online at www.smc.edu/graduation.
- Introductory remarks will be made and the Pledge of Allegiance will formally start the ceremony.
  - Men take off their caps for the pledge and replace them afterward.
  - Women keep their caps on throughout.
- At a point during the ceremony, you will be asked to come receive your diploma.
- Process onto the stage: At the signal of the Marshal, students on the right side of the stage (facing the stage) will turn to their right and will proceed out their aisle and onto the stage. Students on the left side of the bleachers (facing the stage) will turn to their left and will proceed out their aisle and onto the stage.
- Once on the stage: Hand your NAME PHOTO CARD to the faculty member reading the names.
- Receive your diploma: A member of the SMC Board of Trustees will present you with your diploma case (you'll get your diploma mailed to you within 4 months).
- Receive the diploma in your LEFT HAND, PAUSE, SMILE and SHAKE HANDS.
- When you reach the CENTER of the STAGE: Dr. Jeffery (College President) will also shake your hand.
- Before proceeding down the stairs: Face the audience, change your tassel from right to left.
- At the bottom of the stairs: You will receive a pin from the Alumni Association and the photographers will take your official picture. Return back toward your original seat in the bleachers (or your designated seat).

RECESSIONAL—After the Ceremony Concludes

- Closing statements will be made. The Faculty and Class will rise and will process out of the stadium one row at a time. Please do not rush out of the stadium.
- Refreshments will be available in the quad immediately after the ceremony, where you may take additional pictures.

If you need an accommodation due to a disability to participate in any of the Graduation Day events below, please contact Disabled Student Programs and Services at (310) 434-4265, at least 5 business days in advance. All arrangements must be made through DSPS.
GRADUATION CEREMONY CODE OF CONDUCT

- Please follow any directions given to you by our graduation marshals.
- You must wear approved graduation regalia.
- We respectfully request you not bring any illegal substances or alcoholic beverages with you to the event.
- Coolers, bottles, and alcoholic beverages are not permitted at the ceremony.

PARKING, DIRECTIONS, RESTROOMS

- Parking and Directions: Parking will be free at the Santa Monica College Main Campus on Graduation Day. The Corsair Field stadium is located on the southwest side of the campus along 16th Street, between Pearl Street and Pico Boulevard. We recommend you park on Parking Lot 3, which is closest to the Corsair Field. For directions to our campus and for a campus map go to http://www.smc.edu/MapsDirections/Pages/Getting-to-Campus.aspx. Be sure to select “Main Campus.”
- Restrooms: Restrooms are located at the stadium on the ground level underneath the guest seating.

YOUR GUESTS

- Please invite your family and friends to the Commencement Ceremony.
- Admission is free. Tickets are not required.
- The entrance gates to Corsair Field will open at 4:00 pm. They are located on 16th Street, between Pico Blvd., and Pearl St.
- Food trucks and water will be available for sale.
- Encourage your guests to arrive no later than 5:30 pm and to dress appropriately for the weather.
- Webcast: If your family or friends cannot join you in person, we will be streaming the ceremony live on the internet at http://alumni.smc.edu. Please share this URL with them!
- Disability Accommodations: Seating for individuals with a disability (and one guest) is available on a first-come, first-served basis. The dark blue circles below denote disabled/accessible seats for your guests. The light blue circles denote accessible seating for our graduating students (based on prior arrangement). Guests requiring accessible seating should enter through Gates 1 and 5. The bleachers at the stadium are not wheelchair accessible. Wheelchair accommodations are available directly in front of the grandstand. Please refer to the map on the next page to identify the wheelchair accessible areas on campus.

DON’T FORGET: Share your photos & videos using the hashtag #ProudToBeSMC!
Gate 1: Disabled entry and stroller parking only. There is a designated disabled drop off location on 16th Street in front of the Gate 1.

Gate 2: General Admission

Gate 3: Closed. There will be two food trucks parked on 16th Street in front of Gate 3.

Gate 4: General Admission

Gate 5: Disabled and General Admission entry. There is a designated disabled drop off location on 16th Street in front of the Gate 5. If you choose to park on campus, parking in structure #3 is strongly recommended.

Seating for guests with a disability (and one guest) is available on a first come first served basis. Disabled seating is limited but we do our best to accommodate the many special guests we have on this day.

Guests may start arriving as early as 4pm to ensure a larger selection of seating options.