

## INSTRUCTIONS TO GRADUATES CONCERNING COMMENCEMENT

1. Wear or bring cap, tassel, and gown to the Commencement Exercises.
  - a. You need to report to the Virginia State University Multipurpose Center (20809 2nd Ave, Petersburg, VA 23803). Student registration will run from 8:30-9:30. **DO NOT BE LATE!!**
  - b. Girls should wear dress shoes. (No flip flops, slides, tennis shoes, or Crocks). Skirts/dresses should not show in length below the graduation gown. You may wear dress pants. (No denim skirts.)
  - c. Young men should wear dress pants, dress shoes, ties, and button-down dress shirts with their gowns. (NO jeans, polo shirts, work boots, flip flops, slides, tennis shoes, or Crocks).
  - d. Leave pocketbooks with your parents or at home; the school cannot be responsible for them and will not provide a location at which to leave them. Car keys may be safety-pinned to clothing under your robe.
  - e. The school-selected cap and gown must be worn. **Do not add or take away from them by redecorating or redesigning the cap or gown.** Caps must not be at an angle. Wear them level and straight.
  - f. All candidates for graduation are to wear their tassels on the right side. You will move this to the left side after the Superintendent accepts the graduating class and directs you to move it.
  - g. **Only School approved cords, overlays and medallions will be permitted.**
2. Absolutely NO chewing gum will be permitted. No confetti or silly string is allowed. Appropriate behavior is expected at all times. No items that can cause distractions during the ceremony (i.e. noise makers, balloons, flags) are allowed inside the gym.
3. **All cell phones need to be silenced and put away during the ceremony.** You may take as many selfies as you want in the staging area or after the ceremony is done.
4. We will follow the alphabet in calling the roll of graduates in awarding diplomas. Make certain you are in the proper order. Diplomas will be presented at the Commencement. Your end-of-the-year report card will be mailed. If you ordered a miniature diploma it will be mailed with your report card. Scholarships and awards will be given out on Senior Academic Achievement night. If you are not able to attend, you will need to make arrangements with your counselors to pick up the information.
5. **The Commencement Exercises:**
  - a. The line-up will be in alphabetical order. It is very important that you stay in line, single-file. All seats must be filled in each row. Do not leave seats open.
  - b. The Marshals will lead and direct you at all times. Follow them.
  - c. March in time with the music, maintaining a distance of approximately four (4) feet behind the person in front of you. Let your left foot strike the ground on the beat of the drum.
  - d. When in place, remain standing until after the National Anthem. The program tells you when to be seated. Young men should remove their caps for the National Anthem. Caps are to be worn at all other times.
  - e. When you are directed to stand before moving to get your diploma, the whole row of seats will stand at the same time. Move into line so that you are not blocking the audience's view. Again, follow the directions of the marshals!
  - f. As one graduate receives their diploma, the next candidate should be in position to move and receive their diploma. Follow the instructions of the Marshals.
  - g. As you approach the Principal, take your diploma in your left hand. Your photograph will be taken at this moment!! ☺ Smile ☺ You will then greet all remaining dignitaries. Directions on ordering your photos will be in the back of the program.
  - h. After the Superintendent accepts the class, you will move your tassel over to the left side as a mark of your status as official graduates. Congratulations!! Everyone should do this at the same time.
  - i. Pay attention to the elements of your ceremony; this is a once-in-a-lifetime achievement!
  - j. We understand that many students like to throw their caps after the Superintendent accepts the class, the ceremony is ended, and the recessional music begins. If you choose to do this, please pick it up quickly and return to your place for the recessional.
  - k. There will be a Recessional. Follow the Marshals. The Commencement Exercises end when you have finished processing through the lines of faculty. You will be outside the building, so have your family and friends find you outside.

## INSTRUCTIONS REGARDING TICKETS AND SEATING

1. **Ticket will be distributed Thursday, May 11nd during 3rd Period in room 157**
2. All seniors will need a “golden ticket” in order to pick up their Graduation Tickets. The following things must be done in order to receive the golden ticket:
  - a. Senior Survey sent out by the Counselors Office must be completed.
  - b. All textbooks and class specific equipment must be returned to that teacher.
  - c. Chromebook and charger returned to Technology.
  - d. All fees owed must be paid.
3. Once you have turned everything in, you will receive the golden ticket. You will not receive your graduation tickets without the golden ticket.
4. If you are not able pick up your tickets during the allotted time, you will need to bring the Golden Ticket (Once you receive it) to Mrs. Sims room (118).
5. Do not lose your tickets...there are no more. **I do not have extra tickets for anyone so please don't ask.**
6. All seating is first-come. Ticket numbers do not correspond with a seat. The facility has box-seating; however, we do not have access to that seating. Anyone found in those areas will be asked to leave. 2 and under do not need a ticket.

### Frequently Asked Questions (F.A.Q.s) High School Graduations

1. **Does VSU Multi-Purpose provide wheel chairs?** *The VSU Multi-Purpose Center does not provide wheel chairs.*
2. **Do you have accommodations for special needs patrons?**  
*The VSU Multi-Purpose Center does have accessible seating for special needs patrons. Each special need patron will be allowed one companion/aid to sit with them.*

***Handicapped parking is limited and will be available as first come first served in the parking lot. Handicapped auto plates or authorized forms will be needed to park in these spaces. If no official plates are available, a handicapped person may be dropped off in the area while the driver takes the car to another parking space. Please let your guests know about this, if they are in need.***

3. **Do you allow flowers, balloons, gifts, etc.?**  
*These items are not allowed into the VSU Multi-Purpose Center for graduations; however, there will be people there selling these items for purchase after the event.*
4. **Where do graduates exit?**  
*Graduates will exit from the Marshalling Entrance on the Northwest Side of the Building. Patrons and Graduates will not be able to meet inside the facility.*
5. **Are there prohibited items?**  
***The following items are prohibited in the VSU Multi-Purpose Center:***
  - *Guns, Knives, or any Concealed Weapon*
  - *Outside Food & Beverages*
  - *Handheld Lasers, Lights, and Pointers*
  - *Backpacks*
  - *Illegal Substances*
  - *Balloons*
  - *Items Affecting Safety or Security of Patrons or Participants*
  - *Cigarettes, Cigars, or Smoke products*
  - *Excessive Celebratory Items (e.g. air horns, confetti, etc.)*
6. **Can I applaud while my student's name is called?**  
*Patrons are asked not to applaud, yell, or cause a disruption that would distract the next student's family from hearing their name called.*
7. **Questions:** [asims@dcpsnet.org](mailto:asims@dcpsnet.org) *Please put graduation in the subject line.*