THE GRADUATION CEREMONY will be held Friday, June 7, 2013 at 5:00 p.m. in the VVC gymnasium. Graduates will gather at the Adapted PE Building (#70) in preparation to line up and march into the gymnasium. Graduates must arrive 60 minutes prior to the ceremony. Sign up to participate in the ceremony beginning May 1, 2013 at the Grad Faire or anytime thereafter in the RAMS Bookstore.

CAPS AND GOWNS may be purchased beginning May 1, 2013 at the Grad Faire in the RAMS Bookstore. The Grad Faire will be held from 11:00 a.m. to 4:00 p.m. on both May 1 and May 2. The Bookstore hours are Monday, Tuesday, 8:00 a.m. - 7:00 p.m.; Wednesday, Thursday, 8:00 a.m. - 5:00 p.m.; and Friday, 8:00 a.m. - 2:00 p.m. Caps and gowns may be purchased up to 12:00 p.m. at the Bookstore on Friday, June 7. The purchase price for the gown (cap, gown, hood and tassel) is $47.99 plus tax.

TICKETS will be limited to 6 per graduate. These are for guests since graduates will not need a ticket. Guests must have a ticket to be admitted into the gymnasium (no exceptions). Small children will require a ticket. Tickets will be available beginning May 1, 2013 in the Auxiliary Svcs/ASB Office (Bldg. 44—upstrs). For further information call (760) 245-4271, Ext 2495.

GRADUATION ANNOUNCEMENTS priced beginning at $20.00, can be purchased beginning May 1 at the Grad Faire.

HONOR CORDS may be worn at commencement only by students with a cumulative grade point average of 3.50 or better, based on completion of degree requirements for August 2012 and December 2012 graduates. June 2013 graduate honors will be based on degree requirements completed through Fall 2012. Honor cords may be purchased at the RAMS-Bookstore.

DIPLOMAS - Graduates will receive a letter when their degrees are available for pickup. Please be sure Admissions & Records has been informed of correct mailing addresses. Additionally, any library or financial holds must be cleared.

CERTIFICATES are mailed on an ongoing basis as requirements are completed.

GRADUATES AND GUESTS WITH DISABILITIES - Persons with disabilities requiring special seating must be prepared to show a CA ID, Military Veteran, or State issued drivers license documenting disability. Please arrive at least 45 minutes prior to the ceremony for appropriate accommodations. You are allowed one (1) attendant if necessary. If you need accommodation for a disability, we ask that you notify us by May 17. Interpreting services will be available for the deaf and hearing impaired. Parking for disabled is available in Lot 21 and the entire front row of Lot 16. For concerns and assistance, please contact the DSPS Office at 760 245-4271 Ext. 2443/2348.

Congratulations and best wishes for the future!
Board of Trustees and the entire VVC staff
I. PROPER WEARING OF ACADEMIC REGALIA
   A. The robes should be hung to remove wrinkles (do not iron).
   B. The robes will be maroon; most colors will be appropriate under the robe. The hem lines on women’s dresses should be shorter than the robe.
   C. Graduates should plan hair arrangements on which the mortarboard (cap) will fit squarely on the head.
   D. Please do not carry purses or bags of any kind. There will be no place to secure valuables, so please leave them with family members.
   E. Both men and women are to wear the mortarboard squarely on the head with the tassel on the right side.
   F. Men, please remove your mortarboard during the Pledge of Allegiance. At the conclusion of the pledge, the mortarboards are to be returned to your head and remain there throughout the remainder of the ceremony.
   G. Comfortable walking shoes should be worn since there will be prolonged walking and standing.

II. ORGANIZATION
   A. Parking will be provided in Lot 16 on the lower campus and Lots 6, 7, 8, and 9 on the upper campus. Parking is encouraged on the upper campus, taking the elevator down to the gymnasium.
   B. Please arrive no later than 4:00 p.m. for the 5:00 p.m. ceremony. Report to the Adapted PE Building (#70) for further instructions.
   C. When you arrive, you will be requested to print your name on a card as you want it announced. Please print your name phonetically if you think the announcers may have difficulty pronouncing it.
   D. We will have staff available to assist you with your robe and mortarboard.
   E. The Processional will begin promptly at 4:45 for the 5:00 pm ceremony. The order will be Platform Members, then the faculty, and then the graduates. You will march in single file with the Honor graduates leading.
   F. A Guide will lead you through the entire ceremony. It is important that you follow his or her directions. There will not be a graduation rehearsal.
   G. You are to remain standing in front of your seat until all of the graduates have marched in. Please remain standing for the National Anthem.

Victor Valley College graduation memo

Once the ceremony begins, there will not be an opportunity for guests to leave their seats for photos. Please inform guests that there will be photo opportunities after the ceremony.
III. CONFERRING OF DEGREES/CERTIFICATES/DIPLOMAS

A. For the conferring of degrees, the Superintendent/President will announce the graduates as a group to the Board of Trustees.

B. After degrees have been conferred, the Guides will take individual rows of graduates to the entrance of the platform.

C. When it is your turn to cross the platform, please hand your card to the announcer. When your name is announced, walk across the platform to receive your degree from a member of the Board of Trustees. You are to receive the degree in your left hand and shake hands with your right hand to receive congratulations.

D. When all of the graduates have received their degrees and are seated, the changing of the tassel will take place. All graduates will rise together. Watch for the Guide’s signal.

IV. THE RECESSIONAL

A. Remain standing for the recessional.

B. The recessional order is: Platform Members, Faculty, Graduates.

C. Guides will lead the way for exiting during the recessional.

PRE-REGISTER for your grad photos

Grad Images has developed a pre-registration system (GradTrack) which allows graduates and/or their parents to provide their email and mailing address information to Grad Images prior to the ceremony.

Graduates can pre-register their email, friends and family email addresses and Grad Images will contact them just as soon as their photos are available for online viewing and ordering.

Just log on to our website at www.vvc.edu and click on the Commencement 2013 page. You will find the link to enter your information.
Graduation Tickets
Beginning May 1 in the Auxiliary Services Office
Limit 6

Grad Fair
May 1 (11:00am—4:00 p.m.)
May 2 (11:00am—4:00 p.m.)
RAMS Bookstore

Caps & Gowns
Beginning May 1 in the RAMS Bookstore

Graduation Announcements
Beginning May 1 at the Grad Faire located in the RAMS Bookstore