



## GRADUATION COMMENCEMENT INSTRUCTIONS

DATE: Friday, June 19, 2009

TIME: Rehearsal 12:00 p.m. - GRADUATION 5:30 p.m.  
*Students who are not participating in portfolio review this day and any student who will not be at rehearsal should plan on arriving by 4:30 p.m. for last minute instructions.*

PLACE: David L. Lawrence Convention Center  
1000 Ft. Duquesne Blvd.  
Pgh. PA, 15222  
412-565-6000  
[www.pittsburghcc.com](http://www.pittsburghcc.com)

CAPS & GOWNS: All graduating students will be wearing black caps and gowns for the ceremony. The caps have tassels that you wear on the right side. Bachelor graduates have white tassels and Associate graduates have black tassels. Caps and gowns are distributed by your Career Service Advisor. You can contact them at 412.291.6272 or email Valerie Gatchall at [vgatchall@aii.edu](mailto:vgatchall@aii.edu)

### 1. GRADUATION APPLICATION AND ATTENDANCE

All graduating students are required to complete the graduation application. Please indicate on your graduation application if you plan on attending the ceremony and provide an address that we will use to mail your degree. Failure to do so may result in a delay in receiving your degree/diploma. You can access the graduation application at the following address: [www.artiinstitutes.edu/pittsburgh](http://www.artiinstitutes.edu/pittsburgh) follow these links Student Affairs • Registrar's Office • Application for Graduation or go to: [www.artiinstitutes.edu/pittsburgh/Registrar/RegistrarForm.asp](http://www.artiinstitutes.edu/pittsburgh/Registrar/RegistrarForm.asp)

### 2. REHEARSAL

Graduation rehearsal begins at 12:00 p.m. in the auditorium. Graduates are to line up alphabetically near their department's sign in the hallway outside of the auditorium. There will be a procession into the auditorium. During the rehearsal we will run through the procedure for receiving your degree. If you are an Honors graduate or are to receive a Perfect Attendance certificate, this will be indicated on your name card in bold letters. If you think you qualify and your card is not marked, bring this to the usher's attention after rehearsal.

### 3. PROCESSIONAL

George Pry-AIP President, the Deans, the Department Chairs and the faculty will lead the procession into the auditorium to the accompaniment of Pomp & Circumstance. The graduates will be led in to the auditorium by a lead faculty member. Honors graduates will be wearing gold cords over their gowns. *Honors Cords will be distributed at rehearsal. Graduates who do not attend rehearsal can receive their cord from one of the ushers prior to the ceremony.* When you reach your assigned seat please remain standing. After the last graduate has reached their seat, we will play the National Anthem.

4. SEATING

An entire section will be reserved for graduates only. Each program is assigned a section and each graduate will receive a name card at rehearsal. This card is to be given to the announcer at graduation. When it is your turn to proceed to the stage at Graduation take the name card with you and hand it to your Department Chair standing at the podium.

5. ACCEPTING YOUR DEGREE / DIPLOMA

Ushers will indicate to you when it is your turn to go to the stage. It is important to watch for the signals from the ushers. The announcer for the graduates will be stationed at the podium on the stage. BRING YOUR NAME CARD WITH YOU WHEN YOU COME TO THE PODIUM AND HAND IT TO THE ANNOUNCER. After your name has been announced, proceed to the center of the stage, greet President Pry, shake his hand and walk across the stage to the exit stairs. An usher will be stationed at the exit stairs and she will assist you in returning to your original seat. There will be 'arrows' taped to the floor indicating which aisle you should use. You will receive the degree cover from the President when you shake his hand. Degrees will be mailed to the address that you submitted on the application.

6. CONFERRING OF THE DEGREES AND THE RECESSIONAL

Before President Pry gives his closing remarks he will instruct the graduating class to stand and he will confer the degrees and have you move your tassel to the left side. After President Pry gives his closing remarks the graduation ceremony is over. President Pry, the Deans, the Department Chairs, and the faculty will lead the graduates out of the auditorium. There will be music played for the recessional. Your guests will be instructed to remain in the auditorium until all the graduates have exited the room.

7. CORRECTIONS ON DEGREES/DIPLOMAS AND PERFECT ATTENDANCE AWARDS

If after receiving your degree/diploma/award, you find an error, contact the Registrar's office during regular office hours. State the problem clearly. Corrections will be made and it will be mailed back to you. Please allow two weeks for this process. Be sure to include your correct return address.

THE GRADUATION CEREMONY BEGINS PROMPTLY AT 5:30 P.M. ALL GRADUATES ARE TO REPORT TO THE PROCESSIONAL AREA, IN THEIR CAP & GOWN, AT 5:00 P.M.

Jeff Braun  
Graduation Coordinator

Phone – 412- 291-5126  
email – [jbrown@aii.edu](mailto:jbrown@aii.edu)