

COMMENCEMENT INFORMATION FOR GRADUATION CANDIDATES

Cisco College
Candidates for 2019 Commencement
5:30 pm Cisco campus students
7:30 pm for Abilene Educational Center students
May 3, 2019 Harrell Fine Arts Auditorium, Cisco Campus

The deadline to apply for commencement is February 28, 2019. No commencement graduation applications will be accepted after February 28th. Graduation applications will not be processed unless the graduation fee has been paid. Payment must be made at the time of application.

Graduation gowns will be available for pickup beginning on or before April 12th. They can be picked up from the Admissions of the campus that you attend.

The time you've been waiting for is almost here! Graduation is obviously a very important milestone in your lives and usually very hectic. Please help commencement to run smoothly by adhering to the following guidelines:

1. All holds/balances must be cleared before your diploma will be mailed.
2. Check your gown for correct size. If the gown does not fit properly, please contact the Cisco Admissions office (254-442-5134) ASAP.
3. Pin the tassel on the right side of the mortarboard as far back from the front as the cord will allow. Place the pin through the knob on the tassel. Tassels are not moved to the left side. Please wear your hat where the top is straight and flat.
4. Do **NOT** wear flip-flops. Please wear shoes that will allow you to easily walk up and down stairs without a fear of finding yourself in an embarrassing situation.
5. There is no secure place to leave personal belongings, so please make arrangements accordingly.
6. All candidates are **required to attend classes through Friday, May 3, 2018**.
7. **All Cisco Campus students should be at practice on Wednesday, May 1st at 2:00 pm. Abilene Educational Center candidates should be at practice Wednesday, May 1st at 3:00 pm in the Harrell Fine Arts auditorium on the Cisco campus.** Practice will enable you to get to and from the stage correctly. It will also establish the proper seating arrangement.
8. **Meet in the Harrell Fine Arts Building in your designated room on Friday, May 3rd by 4:45 for 5:30 ceremony participants (Cisco campus students) and by 6:45 pm for 7:30 ceremony participants (Abilene Educational Center students).** There will be a list on the wall by the men's restroom stating which room you will be in upstairs-either room 201 or room 215.
9. **PHI THETA KAPPA MEMBERS-** Your stole will be included with your gown.
10. When you arrive in your designated room upstairs, you will be placed in the proper line order. Please stay in line so that everyone arrives to the proper seat on stage. We realize that the time spent waiting in line is long and boring, but it is necessary to start the exercises on time.
11. Diplomas will be mailed to the address on your graduation application. **If your mailing address changes from the address you listed on your graduation application, please notify Shirley Dove in the Admissions office on the Cisco Campus: (254) 442-5134 or sdove@cisco.edu.** If you do not receive your diploma within six weeks after the ceremony, please contact Mrs. Dove as soon as possible.
12. **Candidates who do not participate in the graduation ceremony must take ALL FINALS, or RECEIVE A GRADE OF "F" IN ALL COURSES.**

Congratulations on your achievement!

Graduation announcement may be purchased through Jostens at www.Jostens.com