Graduation Requirements and Instructions for
PACE GRADUATES

These steps must be completed before graduation day.
The following is a list of information concerning exit exams, surveys, announcements, cap and gown and tickets:

1. All PACE graduates are required to complete the GRADUATE SURVEY located at https://www.surveymonkey.com/s/KVFK3S5. (This address may change in March) All graduates will answer the first 45 questions. If your degree is listed, you will answer an additional group of questions. Click on your degree to complete the survey, then SUBMIT.

2. If you have a student loan, you must complete the Financial Aid Exit Counseling. Contact Kerry Norris in the Financial Aid office at 501-329-6872 ext 199 or knorris@cbc.edu.

3. After you have completed step 1 and 2, your announcements, cap and gown will be available.
   - If you are currently enrolled at the Conway campus, you may pick up your materials in the Conway Pace office.
   - If you are currently enrolled at the Camp Robinson campus, we will send your materials to the Camp Robinson Pace office.
   - If you are enrolled in Online classes only or not enrolled at all, your may request these be mailed to you by contacting me at 501-329-6872 ext 106 or by email phoffmann@cbc.edu, or you may pick them up in the Registrar’s office or on graduation day at 9:45 am in KB106.

May 5, 2012 10:30 am
GRADUATION INSTRUCTIONS

This is a dignified ceremony; therefore, we ask that you instruct your guests NOT to whistle or make extra noise during the program. There should not be any cap throwing at the end of the ceremony. There will be time for applause and celebration at the end of the ceremony.

Candidates for graduation will assemble in KB106 in Cooper Complex at 9:45 am, Saturday, May 5, 2012. Appropriate dress for men is white shirts, dark ties, pants, socks, and shoes. Women should also wear dark colors. DO NOT bring extra items to KB106, because there is no security for these during the ceremony.

Index cards with the graduates’ names on them and honor cords to eligible graduates will be distributed at this time. Graduates will line up alphabetically within their degree in preparation to enter the auditorium. Dr. McAllister will practice saying your names to make sure his pronunciation is correct.
ENTRANCE TO CEREMONY
Before entering, make sure your tassel is on the right side. Candidates will line up behind the faculty and enter the Burgess Auditorium from the west door. Leave about 8 feet between you and the candidate in front of you as you march into the auditorium. The faculty will sit on the stage and the candidates will sit on the left front side of the auditorium. Candidates will fill each row.

Men will remove your caps for the invocation and benediction. You will be instructed to sit after the invocation.

When Dr. McAllister announces, “Will the candidates please rise?” all candidates will stand.

When he announces “Chief Marshall, please present the candidates,” all sit down except the front row, which will turn to the left, exit the row and will move to the steps on the west side of the auditorium. The first candidate will stop on the top step and hand Dr. McAllister their name card. The second candidate remains at the bottom of the steps until the first candidate starts walking across the stage.

After your name is read, slowly walk across the stage to President Kimbrow, who will shake your right hand and present the diploma cover to your left hand. Go down the stairs and return to your seat. You will remain standing until the row is full and Mrs. Jordan instructs you to sit. Mrs. Jordan will instruct each row when to stand and when to sit.

Dr. McAllister will ask all graduates to stand and move their tassel to the left.

You will be asked to remain standing for the benediction and men will remove their caps.

EXIT THE CEREMONY
President Kimbrow will lead the administration and faculty down the steps and out of the auditorium. The graduate on the first row on the inside aisle will then follow the administration and faculty. When the last person in each row is entering the center aisle, the next row will follow, etc.

If you get confused, just watch Mrs. Jordan for directions.

DIPLOMAS
Diplomas will be available within two weeks after completing all requirements.