

## **A Step-by-Step Guide to Wiregrass Graduation**

### **Before Graduation:**

1. Check your DegreeWorks to see how close you are to program completion.
2. Make an appointment with your Advisor to discuss program completion and any necessary classes you have left to complete.
3. Identify when your last semester is (Fall, Spring, or Summer - the one in which you will take your last class).
4. Decide if you want to participate in the Graduation Ceremony/Commencement.
5. Visit our graduation website for deadlines and information regarding graduation.
6. All graduates must complete the Online Graduation Application form (even if they are not attending graduation). Make sure you list any accommodation you may need, if attending commencement.
7. Once your application is processed by Registrar Staff, you will be informed via email when you can pay the \$40 graduation fee (this is required whether you choose to participate in commencement or not).
8. If you choose to participate in commencement, purchase your cap and gown from Josten's online website, [gagrad.com](http://gagrad.com).
9. Attend Grad Day (this is optional, and it's for all graduates, whether you're attending graduation or not). The days and times will be emailed to you all. You will receive your free graduate gifts, snacks, and possibly cords, stoles, and/or associate hoods. \*Note: If items to be worn during graduation aren't picked up during Grad Day, you will have to wait to receive them the day of graduation (at the Registrar/Information table).
10. Pick up caps and gowns in the bookstore: emails will go out once they're available for pick up.
11. Invite up to 4 guests to graduation – guest tickets are not required at this time, but if the guest limit is not adhered to guests may be turned away and tickets may be reinstated.

### **During Graduation:**

1. Arrive to the location of graduation between 8:15 – 9:00 AM. If you need to purchase cap and gown the day of, be there by 8:30 AM. Cap and gown costs will be higher.
2. Bring all of your accessories: tassel, cap, gown, cords, stoles, and/or hoods. \*Note: Do not bring personal items – leave them with guests or in the car.
3. Do not bring guests through the student entrance. This includes parents or children.
4. Students will go through the student entrance to the right, while guests can enter through the left.

5. Go to the Name Card table (divided up by first letter of last name).
6. Obtain your name card and verify if information listed is correct.
7. If it's not correct, visit the Registrar/Information table.
8. If you are a graduate speaker, visit the Registrar/Information table for further directions.
9. If you need to purchase cap, gown or tassel or have an issue with your purchase, go to the Josten's table.
10. Next go to the Career Services table to turn in the bottom portion of your name card.
11. Once done, you may go into the graduate celebration room.
12. Have a snack, take a photo, and enjoy the DJ.
13. Use the restroom 30 minutes before graduation begins (we begin marching out at 10 AM sharp).
14. Have your cap, gown and/or accessories on. Tassels should be on the right side.
15. Staff will announce when it's time to line up based on the information on your name card (High School Equivalency/CPH (Adult Education), Health Sciences (HEALTH), Business Education (BUSN), Professional Services (PROF), and Technical and Industrial Services (TECH)).
16. Do not leave personal belongings in the celebration room, as it will be closed once graduates leave.
17. Make sure you do bring your name card, as it is needed during the ceremony.
18. We do not have a rehearsal, so it's important to follow the person in front of you.
19. Registrar Staff will lead the graduate line and will guide graduates to their seats, sometimes giving directions to individuals such as "skip a seat" or "go to the next row".
20. Once graduates are seated, the ceremony will begin.
21. Registrar Staff and Campus Police will be nearby if a graduate should need assistance.
22. Please stand when the pledge of allegiance is announced. You can sit when it's done.
23. Each graduate group (this is notated on your name card) will be announced individually to rise and then come forward. Registrar Staff will motion when it's time for your group to rise. The order of the groups are as follows: High School Equivalency/CPH (Adult Education), Health Sciences (HEALTH), Business Education (BUSN), Professional Services (PROF), and Technical and Industrial Services (TECH).
24. When it's your time to come forward, please go through the curtains on the right. Staff will be inside to assist you.

25. Once you're up the stairs, you'll see a podium to your right. Hand your name card to the speaker.
26. Once the speaker announces your name, cross the stage to the President. (You will go in a straight line to where she is standing).
27. Shake hands with the President and obtain your diploma cover from the special guest on stage that is handing them out.
28. Continue across the stage to come down the stairwell. Staff members will guide you down.
29. Once down the stairs, walk in front of the stage back to your seat. \*Note: Sometimes we have to shift seats, so you may not always go back to the same seat. Registrar Staff will guide you where to sit.
30. Once every graduate has been announced and arrives back in their seat, Adult Ed (HSE/CPH) graduates will be asked to stand and move their tassel to the from right to left.
31. Adult Ed (HSE/CPH) students should remain standing, while the rest of the graduates are asked to stand together as a whole group. They will then move their tassels from the right to the left.
32. All Graduates will be announced as the Wiregrass Class of 2026.
33. Everyone will cheer, then you will be asked to remain standing for the Benediction (this does not take long).
34. Registrar Staff will lead the graduate line out of the auditorium when the music begins.

**After Graduation:**

1. The graduate line will be led to the exit doors. Everyone except staff must exit the building.
2. Once the graduate line is through guests will be allowed to exit the building.
3. Plan on meeting your guests outside, as there is not enough room for everyone inside.
4. If anyone needs to use a restroom, they may go back through the graduate entrance to use that one.
5. All graduates and guests must be cleared from inside the building by 11:30 AM.
6. After graduation you are free to leave and/or celebrate with your guests. Wiregrass will remain closed for the rest of the day.
7. If you have class or finals on days after graduation, you are still expected to attend.
8. If for some reason you did not complete a necessary course with a passing grade, make plans with your Onestop Advisor to retake the course. You will not be marked

complete unless you meet the requirements (whether you attended graduation or not).

9. Once final grades are entered, official transcripts will be available on the designated day. If you request the transcript before the designated day, you may have courses that show in-progress/do not have the final grade. Transcripts must be requested through Parchment.com.
10. Completion of program/graduate status must be confirmed manually for every graduate, which takes processing time. If you need a statement about your status, please contact [graduation@wiregrass.edu](mailto:graduation@wiregrass.edu).
11. Credentials will be sent via Parchment on the designated dates listed on the graduation website. \*No one will get their credentials early.
12. If you need assistance with resumes, job applications, etc. please contact our Career Services department.
13. If you plan to enroll in another program at Wiregrass, please contact your Onestop Advisor to have your program updated and to get registered.
14. For those of you who are done and plan on entering the workforce, we wish you well. You can always order a transcript through Parchment, and if you happen to lose your credentials, you can order those through Parchment as well.