Congratulations!
Horry Georgetown Technical College looks forward to welcoming families and friends to the 2016 Commencement ceremony as we recognize and celebrate the academic achievements and lasting contributions that our students have made to the College.

Attendance and Eligibility
Who can participate in the May ceremony?
• December 2015 graduates
• May 2016 graduates
• Students scheduled to graduate in August 2016

Students may check with their Academic Advisor or contact the Registrar’s Office at registrar@hgtc.edu to determine graduation eligibility.

Tickets
Each candidate for graduation is guaranteed a maximum of six (6) guest tickets for the Spring Commencement. Tickets will be available on all three campuses for distribution on the below dates provided you have purchased your regalia. Please check WaveNet announcements for further details and times.

Georgetown Campus  
April 26th  
May 5th  

Grand Strand Campus  
April 27th  
May 4th  

Conway Campus  
April 28th  
May 3rd

Caps, Gowns, and Tassels
All participants are responsible for purchasing proper academic regalia (cap, gown, and tassel) by April 22nd. Only black regalia, ordered through the HGTC Barnes and Noble Bookstore, are acceptable wear. The purchase price of regalia is $37.98 (plus tax), and the regalia is yours to keep. Students should try on caps and gowns to ensure proper fit and to make certain that a tassel is included.

If there are problems with the regalia, contact the HGTC Barnes and Noble Bookstore at (843) 349-5220.

April 22nd will be the last day to purchase regalia from the HGTC Barnes and Noble Bookstore.

If you have your own cap and gown, please provide your name and H number to registrar@hgtc.edu by April 22nd.
Assembly and Robing
Candidates (Graduating Students) should arrive in regalia at the Myrtle Beach Convention Center no later than 5:00 p.m. and report to the processional line-up in Exhibit Hall A.

There is no secure place to leave your personal items at the Myrtle Beach Convention Center. Neither the Myrtle Beach Convention Center, nor Horry Georgetown Technical College is responsible for lost or misplaced items.

The doors to the Myrtle Beach Convention Center will open for guests to be seated no earlier than 6:00 p.m.

PRIOR TO THE CEREMONY

Getting Organized
Candidates should assemble according to programs of study. Signs indicating the assembly points for each program will be posted. Staff members will assist candidates in finding appropriate assembly points.

Staff members will provide instructions for the processional. Once assembled, candidates will receive a name card, which will later be presented to the announcer on the stage. Candidates should not lose or alter the index card. Candidates who have names with pronunciations that are not obvious should print a phonetic spelling on the card. If there are errors on the card, the student should see an HGTC employee at the check-in table.

Ten (10) minutes before the scheduled ceremony time, the group will leave the room in procession order and will follow the platform party when the signal is given. Candidates should completely fill each row before starting the next row.

Ceremony Etiquette
The Commencement ceremony is intended to be a dignified event honoring important accomplishments. Decorum and courtesy are important to the candidates and their families. Once seated, candidates are expected to remain in the Exhibit Hall until formally recessing from the area. Out of courtesy for all graduates, candidates are asked to remain for the duration of the ceremony which will last approximately two hours.

Address Update
Students: Make sure to check your WaveNet account to confirm that your mailing address is correct and updated.
**Printed Programs**
Commencement programs will be available at all entrances of the ceremony for guests. Graduation candidates will have a copy of the program in their chairs.

Names for the Commencement program are retrieved from the student information system. Candidates who have noticed an error regarding their names in previous communications from the College should contact the Registrar’s Office.

**Commencement Photos**
A photographer from GRAD IMAGES will take a photo of each graduate receiving the congratulatory letter on the stage. In the weeks after the Commencement ceremony, GRAD IMAGES will contact all graduates regarding the purchase of photos. There is no obligation to purchase any photos.

Guests are asked to stay seated as their graduate approaches so that others in the audience may have an opportunity to take photos.

**Formation of Academic Procession**
The academic processional will enter on stage right and will be led by the previous year’s Professor of the Year, Sherry James, Grand Marshal. The platform party will follow the Grand Marshal. Graduate Candidates will follow the platform party on stage right. Faculty enter stage left, with faculty and students entering simultaneously.

All candidates will be grouped alphabetically by major and will receive an index card listing 1) name, 2) program of study, 3) academic honors, and 4) a number. The number will assist with line-up for the ceremony. Graduates will take this card on stage and hand it to Dr. Christopher Heafner, Professor of English, the announcer for the degrees, diplomas, and certificates. Graduates should not lose or alter the index card.

Staff will be on hand to assist with lining up for the processional. Once the processional has been formed, students should remain in position.

**Commencement Procedures**
The tassel on the cap should be worn on the right side until after the degrees have been conferred. During the invocation, men should remove caps.
Academic Deans will ask candidates to rise and approach the stage. Candidates should rise in unison as the announcer calls for the first row of candidates to come forward. When facing the stage, candidates will enter on stage right and exit on stage left. Candidates should remain seated until their row’s turn to walk to the stage. Ushers will be available to help cue the candidates when to stand and go forward. Once half of the line at the stage has been called, the next row should proceed with lining up at stage right.

Once candidates reach the stage, they will hand their index card to the announcer. Candidates’ names and any applicable honors will be announced. Candidates will shake hands with various dignitaries, and they will be presented a congratulatory token from the Senior Vice President, Dr. Marilyn Fore. The candidate should take this letter in the left hand and then shake hands with President Wilson with the right hand. Candidates should look at the photographer while shaking President Wilson’s hand.

After all candidates have crossed the stage, President Wilson will ask all candidates to stand. He will then deliver his conferral remarks, pause and nod to the group. In unison and without further signal, candidates should lift their tassel and move it to the left side of their cap. The ceremony will end with a formal recessional led by the platform party. Faculty and graduates will recess at the same time.

**Recessional**

At the conclusion of the ceremony, the platform party will exit, followed by the faculty and graduates. Graduates should remain in the processional until all graduates have exited. At that point, graduates may join their families.

**Ushers**

Numerous staff members will be available to help with questions. Anyone needing assistance should contact a person dressed in an HGTC polo shirt.

**Family and Guests**

Traffic will be very heavy, so it is important to plan arrival times accordingly. Guests should not leave until the entire ceremony is completed. Leaving causes unnecessary disruption and noise which detracts from the ceremony. Prior to the start of the ceremony, candidates should designate a spot to meet with their family members after the ceremony.
Seating
The doors of the Myrtle Beach Convention Center will be open at 6:00 p.m. for guest seating. Seating is open on a first-come, first-served basis. Groups of guests wishing to sit together should arrive early because the saving of seats is not permitted.

Special Needs
Candidates and guests who need disability accommodations should notify the Office of Disability Services at (843) 349-5249 at least two weeks in advance of the event. Individuals should bring their own wheelchairs or walkers if they have limited mobility. Only one guest may accompany those who require wheelchair-accessible seating so as to secure enough seats for all guests with special needs.

Diplomas
At Commencement, candidates receive a congratulatory letter as their names are called to the stage and are recognized. Students who complete requirements in spring semester can expect diplomas with final honors to be mailed within six to eight weeks after the ceremony. Students who need graduation certification earlier should contact the Registrar’s Office to make arrangements. Prior to receiving a diploma, students may request an official transcript.

Latin Honors
Latin Honors (Cum Laude, Magna Cum Laude, and Summa Cum Laude) are announced at Commencement. There are no regalia for Latin Honors. Latin Honors announced at graduation will be calculated based on the previous completed semester at HGTC. Once all required work is completed and verified, the Latin Honors that are officially awarded will appear on the diploma and transcript.

Honor Societies
Members of Phi Theta Kappa, Tau Upsilon Alpha, and Sigma Kappa Delta may choose to wear stoles, cords, or tassels denoting membership in those organizations. Members should contact the advisor(s) of the honor society for information about purchasing these items.

Career Resource Center
The Career Resource Center encourages all students and alumni to use its services. HGTC career counselors emphasize an individualized approach to career planning and provide assistance in person, by email, and by phone about career decision-making, resumé development, and job search strategies. Graduates have lifelong access to counselors and resources, including a career website with job listings. The Career Resource Center is located in Building 1100 on the Conway Campus.
**Faculty Commencement Information**

**Arrival**
Faculty should arrive no later than 6:15 p.m. Signs will be posted to indicate the faculty entrance and robing area.

**Ceremony Processional and Recessional**
Sherry James, last year’s Professor of the Year, will lead the platform party. Graduate Candidates will follow the platform party on stage right. Faculty enter stage left, with faculty and students entering simultaneously. The 2016 Professor of the Year will be announced at Commencement. This individual will join the participants on stage and will lead the stage party out of the Exhibit Hall for the recessional.

**Regalia**
Faculty should have regalia from last year and should make sure that gowns are clean and pressed for the ceremony. Please arrive dressed in regalia.

**Stage Participant Information**

**Arrival**
Stage participants should arrive at no later than 6:15 p.m.

**Parking**
Parking will be reserved for HGTC Administrators, Area Commissioners, and VIP guests. Public Safety Officers will reserve parking spots with traffic cones, and there will be signs indicating the reserved parking areas. When arriving, stage participants should let the Public Safety Officer know that they are part of the platform party in order to park in a reserved spot.

**Robing**
There will be a designated area for the “Platform Party.” Academic regalia for stage participants will be hanging on racks in black garment bags labeled with names.

**After the Ceremony**
Staff members will be present in the staging area to assist in returning regalia. These staff members will have the garment bags ready to receive regalia as stage participants depart.

Information
For additional information, please email:

commencement@hgtc.edu
Congratulations Class of 2016

Conway Campus
P.O. Box 261966
Conway, SC 29528-6066
(843) 347-3186

Georgetown Campus
4003 South Fraser Street
Georgetown, SC 29440
(843) 546-8406

Grand Strand Campus
743 Hemlock Avenue
Myrtle Beach, SC 29577
(843) 477-0808