

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.5.8.1
Related Policy: 9.5.8
Title: Commencement Exercises
Responsibility: Registrar

Original Approval Date: 02-26-1997
Last Cabinet Review: 05-28-2025
Last Revision: 05-28-2025

President

To implement the annual Commencement Exercises, a number of tasks must be accomplished in a timely manner.

The Registrar's office:

- A. Reserves space and coordinates the associated logistics.
- B. Confirms public safety and emergency responders.
- C. Coordinates the printing of appropriate materials for graduates, guests, and faculty.
- D. Communicates in a timely manner with involved parties regarding roles, expectations, and responsibilities.
- E. Obtains a list of graduation candidates.
- F. Ensures platform party and faculty have regalia.
- G. Ensures compliance with the Americans with Disabilities Act for the event.
- H. Coordinates supplemental services, including but not limited to décor and musical accompaniment.
- I. Collaborates with key College leaders and other personnel to ensure all aspects of the program are implemented.