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

The Registrar:

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.