

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 9.5.8.1  
Related Policy: 9.5.8  
Title: Commencement Exercises  
Responsibility: Vice President for Student Affairs

Original Approval Date: 02-26-1997  
Last Cabinet Review: 01-31-2018  
Last Revision: 01-31-2018

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President

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

The Director of Student Engagement:

- 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 from the Registrar's Office.
- 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.