Instructions for Commencement Exercises
Monday, May 13, 2013 Ocean Center, 101 N. Atlantic Ave., Daytona Beach

Congratulations! You are now ready to prepare for the commencement ceremonies. Please be advised that this letter contains important information about the ceremonies, but it is not a notification of graduation. Candidates for graduation are still responsible for completing all graduation requirements before actual diplomas will be released. Commencement is a formal “cap and gown” ceremony. As such, air horns and other noisemaking devices are not permitted.

Plan for the Appropriate Ceremony
- A.A and Bachelors at 2 p.m.
- A.S, A.A.S, Certificates and Adult Education at 6:30 p.m.

Before the Ceremony
- Purchase your required caps & gowns at Follett Bookstore locations on the Daytona Beach, Flagler, New Smyrna and DeLand campuses.
- Announcements will be available online for students to print out. [http://www.daytonastate.edu/recrereg/gradinfo.html](http://www.daytonastate.edu/recrereg/gradinfo.html)
- Graduates with special needs (disability/physical limitation) should call Bruce Cook at (386) 506-4417 or Julie Rocco at (386) 506-3131.
- Parking passes for the event will be mailed to each graduate, along with this instruction letter. Each graduate is entitled to one free parking pass (good for one car) for the parking garage north of the Ocean Center and the surface lots west of the center. Please carpool whenever possible.

Arriving at the Ocean Center
- Graduates and guests should plan on arriving no later than 12:30 p.m. for the 2 p.m. ceremony and no later than 5 p.m. for the 6:30 p.m. ceremony.
- Graduates and guests should enter the Ocean Center via the Main North or South entrances. Follow the signs into the Exhibit Hall on the first floor. Please do not invite your guests into the Exhibit Hall.
- Once inside the Exhibit Hall, follow the signs to your degree category to obtain your name card.
- Honors regalia will be distributed from a separate table. Please note that honors recognition at the ceremony will be based on your cumulative GPA at the end of the Fall semester. Your actual diploma will indicate your honors status when your degrees are actually conferred.
- After you have obtained your name card and honors regalia, please remain in the immediate area for further instructions.

During the Ceremony
- Faculty marshals will lead the student processional in two rows from the Exhibit Hall to the graduate seating area. After commencement speeches, faculty marshals will lead each row of graduates to the right side of the stage, where you will hand your name card to the announcer.
- When your name is called, you will walk across the platform where the President and Trustees will congratulate you and hand you a diploma cover.
- Your actual diploma will be mailed to you at a date announced on the Records web page.
- You will then leave on the left side of the platform and resume your former seat until the conclusion of the ceremony.
- Please respect others who have not yet crossed the stage and do not leave the ceremony until you are directed by the faculty marshals.

CONGRATULATIONS TO EACH OF YOU! WE ARE PROUD OF YOU!