Instructions for Commencement Exercises  
Monday, May 14, 2012  
Ocean Center, 101 N. Atlantic Ave., Daytona Beach  

A.A and Bachelor’s Degrees at 2 pm  
A.S, A.A.S, Certificates Degrees at 6:30 pm  

This letter should not be considered notification of graduation. Students are responsible for completing all graduation requirements, including application for graduation, prior to participating in Commencement.  

Please make note of details highlighted in bold—many are deadlines and specific instructions. Commencement is a formal “cap and gown” ceremony. As such, air horns and other noisemaking devices are not permitted.  

Before the Ceremony  
- Students are responsible for purchasing required caps & gowns, available only between the third week of April and May 14 at Follett Bookstore locations on the Daytona Beach, Flagler, New Smyrna and DeLand campuses. Announcements will be available online for students to print out prior to the ceremony. http://www.daytonastate.edu/recreg/gradinfo.html  
- Students with special needs (disability/physical limitation) should call Bruce Cook at (386) 506-4417 or Julie Rocco at (386) 506-3131.  
- Students are responsible for obtaining a parking pass for the event. 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. We encourage carpooling whenever possible. If one was not mailed to you, you may pick up your parking pass in the records office or any Enrollment Services Department at a campus near you. 

Arriving at the Ceremony  
- Guests should plan on arriving one hour before the ceremony begins. They should enter the building via the Main North Entrance (across the street from the water park). Please encourage your guests to allow for traffic delays. Graduates should plan to arrive no later than 12:30 p.m. for AA/Bachelor ceremony and no later than 5:00 p.m. for second ceremony.  
- Graduates should enter the Ocean Center via the Main North Entrance. 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.  
- After you have obtained your name card and stole, please remain in the immediate area until you are called to line up for the ceremony. You will line up with other graduates receiving the same degree.  
- Students who are receiving recognition for High Honors (3.8 – 4.0 GPA) will be the first group in each degree category. Students who are receiving recognition for Honors (3.2-3.79 GPA) will be the second group in each category. All other students will line up behind High Honors and Honors in the appropriate category. NOTE: Honors recognition in the ceremony will be based on your cumulative GPA at the end of the fall semester or your cumulative GPA at the time you submitted your graduation application (SP, SU). Your actual diploma, however, will indicate your honors status when degrees are conferred.  

The Ceremony  
- Faculty marshals will lead the student processional in two rows from the Exhibit Hall to the graduate seating area. They will guide you to rows of chairs located behind the faculty who will already be seated in the front section. After the students are in place, the President’s Platform Guests will then enter the arena and proceed to the stage.  
- Following the commencement address by the guest speaker, the Vice President will ask your program to rise and will present your program to the President.  
- After the President’s acknowledgement, you will proceed to the right side of the stage one row at a time, 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 be waiting to congratulate you and hand you a diploma cover. Please view the records web page for date when your diploma will be mailed to you. You will then leave on the left side of the stage and resume your former seat until the conclusion of the ceremony. Please do not leave the ceremony until you are directed by the faculty marshals.  
- When the ceremony has ended, the President and other administrators and guests seated on the stage will rise and lead the recessional from the arena. Members of the faculty will follow next and then you, the graduates, will leave one row at a time.

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