



COMMENCEMENT CEREMONY REHEARSAL

Tuesday, June 4, 2024

5:00 PM

LOCATION: Greek Theatre, 2700 North Vermont Avenue, due north of the college on Vermont, about a half a mile north of Los Feliz Boulevard.

PARKING: Free parking will be available. There are no buses that travel to the Greek Theatre. No shuttle service will be provided by LACC. Graduates and guests should park south of the Theatre. There will be parking attendants to direct you. Please read posted directional signs.

GRADUATES WHO HAVE DISABILITIES WHO MAY NEED ASSISTANCE: Please complete the following form to let us know whether you need assistance: [Commencement Assistance Form](#). You may also contact the Office of Special Services at (323) 953-4000 ext. 2270 or oss@lacitycollege.edu to provide your name, school email, and phone number to arrange for assistance.

GRADUATION APPAREL (caps, gowns, tassels, etc.): Graduation apparel is available for purchase at the LACC Bookstore. All candidates **must** be dressed in a LACC cap and gown to participate in the graduation exercises. Students are allowed to decorate their caps. The cap and gown are yours to keep. Consider the type of footwear worn as the Greek Theatre is situated in a hilly area with inclines and declines. Please contact the LACC Bookstore for other questions, 323-953-4000, 2141 or 2142.

You may find more information at the [LACC Bookstore Graduation Website](#).

Note: If you are in a different cap and gown not issued by the Bookstore, you will not be allowed to march in the procession.

BALLOONS: Graduates are not allowed to carry balloons at any time during the graduation ceremony.

HONOR STUDENTS: If you are an honor student, graduating with a cumulative GPA of 3.5 or better, please pick up your gold honor cord at the LACC Bookstore, compliments of the Associated Student Organization. Bookstore personnel must verify your honor status before issuing you a gold honor cord. You will be asked to present a photo ID and sign a log verifying that you received your cord. If your name does not appear on the honor list, and you believe that you qualify for graduation honors, please speak with a graduation clerk in the Admissions and Records Office.

NAME CARDS: Candidates for graduation will be given a name card while waiting in line to process into the theater. You will need to clearly print your name on it and keep the card with you until you walk onto the stage. Give the name card to the announcer at the podium. The announcer/staff will keep the card and give it to the photographer at the end of the ceremony. The announcers have been instructed not to read additional comments written on the cards. The photographer will take a picture of you as you receive your "in-lieu" diploma.

Note: Please remember that Commencement is a public ceremony. By participating in Commencement, it is possible that the media or other photographers may use graduation photographs in newspapers, other publicity print mediums, or other video briefs on television news.

ASSEMBLY: The commencement will begin promptly at 5:00 pm with the processional.

Graduates should assemble beginning at 3:00 pm on the south side of the Greek Theatre. There will be signs directing you. Arrive dressed in your cap and gown. Honor students will line up at the head of the lines and then remaining graduates will line up thereafter.

Students with mobility-related disabilities who are unable to walk into the theater will be seated prior to the beginning of the ceremony. Procession leaders will circulate through the line and distribute name cards. If you want to sit with your friends, make sure that you stand behind the person, not side-by-side. You will line up in two rows to enter the Greek and proceed along a main aisle and then divide into separate columns to enter the aisles leading to the rows of seats.

ORDER OF PROCESSION: The first person to enter is the Bearer of the Mace (the senior faculty member), next will be the faculty and staff of the college, then the candidates for the associate degree, and finally the platform party. Faculty and staff will form a walkway/corridor in the processional aisle for the graduates to walk through. Next, the Commencement Marshals will lead the candidates for graduation down the processional aisle. The right-hand line of students will turn into the first aisle toward the seats. The left-hand line of students will proceed to the further aisle to the seats.

Remain standing until the National Anthem is over. You will be directed when to be seated.

Commencement Marshals/Procession Leaders will lead you in, direct you to your seats, indicate when to rise and walk in line to the stage, and will guide you out. Please watch them and follow their directions.

DIPLOMAS: At the ceremony you will receive a small a diploma cover containing an "in-lieu" diploma. The Graduation Unit within the Admissions Office will notify you by mail when your diploma is ready to be picked up. **It typically takes up to six months after you have completed all required coursework before your degree is ready to be mailed or picked up. Degree conferral is contingent upon final grades from the Spring 2024 semester or from the final semester you attended LACC/LACCD.** Please contact Admissions and Records at admissions@lacitycollege.edu for questions regarding degree pick-up starting in **Fall 2024** for degrees earned in the **2023-2024** academic year.

TASSELS: While preparing for the procession to begin, position the tassel on your mortarboard (hat) on the right side. Towards the end of the ceremony, you will be instructed to switch the tassel from the right to the left side of your hat. When marching in the recessional, the tassel will be on the left side to signify that you are a graduate.

RECESSIONAL: You will exit the ceremony in reverse order. The platform party will exit first, followed by the faculty, administration, etc. Associate degree candidates will exit after the faculty, in multiple rows. Remain standing until your row is cleared by the Commencement Marshals to exit.

COMMENCEMENT PHOTOGRAPHS: As indicated above, photographers will take pictures of each student as he/she receives the in-lieu diploma. **If you provide your contact information on the name card,** Ultimate Exposures Photo will send photo proofs to you. You are under no obligation to purchase photos. If you have any questions after the ceremony regarding Commencement photos, please contact **Ultimate Exposure (877) 858-3976.**

Congratulations Graduation Candidates!