



## 2023 PIERCE COLLEGE COMMENCEMENT CEREMONY GRADUATE INFORMATION

The following will provide you the information you will need to participate in the Commencement Ceremony.

### DATE AND TIME

**SATURDAY, JUNE 17, 2023**

**DOORS OPEN AT 6:00 PM**

**CEREMONY WILL BEGIN PROMPTLY AT 7:00 PM**

**GRADUATES SHOULD ARRIVE BY 6:00 PM**

### LOCATION:

**TACOMA DOME**

**2727 EAST "D" STREET**

**TACOMA, WA**

***GRADUATES should ENTER the Dome at the GROUND LEVEL, the Exhibition Hall Entrance. There will be signs to direct you.***

### EXPECTATION

**WE RESPECTFULLY REQUEST THAT YOU REMAIN IN YOUR SEAT UNTIL THE CONCLUSION OF THE CEREMONY AND ALL GRADUATES HAVE BEEN RECOGNIZED. EARLY DEPARTURES DURING THE CEREMONY ARE DISRUPTIVE AND DISRESPECTFUL TO YOUR FELLOW GRADUATES WHO HAVE NOT YET BEEN RECOGNIZED ON STAGE.**

### PARKING

Ample parking will be available in the Tacoma Dome parking lots. The parking fee for all Tacoma Dome lots is \$15 per car. Tacoma Dome parking attendants accept cash and credit cards. The Tacoma Dome has accessible parking throughout all of their parking lots, however Parking Lots E and K are reserved for guests with disabilities, are van accessible, and are sold on a first come first served basis. For directions, parking lot maps or additional parking options, please visit <https://tacomadome.org/plan-your-visit/parking-direction>

## GUESTS

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Guests will enter the Dome through the UPPER LEVEL ENTRANCES. There are no tickets required for family and friends to attend. Guests are also asked to exit the Dome through the UPPER LEVEL doors and meet the Graduates outside the Dome after the ceremony.

**Guests (including children of Graduates) will not be permitted to sit with Graduates on the floor. All Guests must be seated in the upper levels designated for the audience. Accessible seating is available throughout the venue, on the top of each section of seating.**

## SECURITY PROCEDURES AT THE DOME

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The Tacoma Dome has provided the following information: To maintain the safest possible setting, all attendees for the Ceremony (Graduates, Guests, and Staff) will walk through a metal detector prior to entering the facility. Bag inspections will also take place, and there is a bag size limitation of 13" x 15." Bags larger than this size will no longer be permitted. (REMINDER: Backpacks of any size are not permitted). To make this process as quick and seamless as possible the Dome has also provided some tips below:

- Arrive early
- You are encouraged to bring only essential items with you to graduation. If you can avoid bringing a bag it will speed up your entry into the facility. If you must bring a bag, **ensure that it is a clear bag**. The more items the Dome staff has to inspect, the slower the process will be.
- Avoid taking a trip back to your car and leave items on the prohibited items list at home. Examples include: weapons of any kind (this includes pocket knives), noise makers, backpacks, balloons, laser pointers etc. For the complete list go to the Tacoma Dome website at: <http://www.tacomadome.org/plan-your-visit/faqs>
- Binbox (contactless locker storage) is available to rent outside the venue, near the Box Office, at your own expense and risk.

***Pierce College and the Tacoma Dome cannot assume responsibility for your personal belongings nor for lost or stolen items. Please plan for family members or your guests to care for your personal belongings during the ceremony. Commencement Volunteers will not be able to hold or watch your personal belongings during the ceremony.***

## HEALTH & SAFETY INFORMATION

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We strongly value the safety of the community and continue to look to our four principles to guide our decisions: *Equity; Health & Safety; Quality Educational Opportunities; and Fiscal Impacts*). Pierce College policies are primarily guided by and reflect the guidelines of the CDC and the Tacoma Pierce County Health Department. The Tacoma Dome Health & Safety guidelines can be found at [https://www.tacomadome.org/dome-info/covid\\_reopening](https://www.tacomadome.org/dome-info/covid_reopening). Hand sanitation stations will be available throughout the facility.

# THE CEREMONY

## CAP AND GOWN

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Please wear your Cap and Gown to the Dome. Your caps should be worn straight and level and pulled down slightly on the forehead.

**DON'T FORGET YOUR TASSEL! Tassels should be worn on the right side.**

## LINE-UP

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Line-up of Graduates will begin promptly at 6:00 PM. As you enter the Dome, a Graduate Volunteer will direct you to the appropriate line-up location. Line-up will take place in the Exposition Hall. SIGNS WILL BE POSTED TO DIRECT YOU TO THE APPROPRIATE LOCATION. We anticipate between 900 to 1,300 graduating students participating in the ceremony and the line-up area can become very chaotic. If you would like to, you may bring your own bottled water, however no other food or beverage may be brought into the Dome. PLEASE BE ATTENTIVE TO THE DIRECTIONS OF THE GRADUATION VOLUNTEERS AND STUDENT MARSHALS who will be working to line-up students in an orderly manner. **If you would like to sit by a friend during the ceremony, please be sure to line-up together BEFORE ENTERING THE DOME.**

## ACCOMMODATIONS FOR GRADUATES WITH DISABILITIES

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American Sign Language interpreters will be provided. The Tacoma Dome has accessible parking throughout all of their parking lots, however Parking Lots E and K are reserved for guests with disabilities, are van accessible, and are sold on a first come first served basis. Graduates needing additional accommodation due to a disability are to contact Access & Disability Services (ADS), at 253-964-6268 or [ADS@pierce.ctc.edu](mailto:ADS@pierce.ctc.edu) by June 5. Graduates who requested and need accommodations should check in with the volunteer staff at the Access and Disability Services (ADS) table at graduation upon your arrival.

## ORDER FOR LINE-UP

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- 1 – High School and GED Graduates
- 2 – Certificate and Associate Degree Graduates including all Running Start Students
- 3 – Bachelor Degree Graduates

**RUNNING START STUDENTS** – For the purposes of the Commencement ceremony, all Running Start Students will be considered Certificate/Associate Degree Graduates and should follow the same protocol as those students. Running Start Students should not approach the stage when the High School/GED Graduates are recognized.

# IVORY NAME CARDS

Please print your permanent address clearly.  
All graduates must complete this card for accurate sequencing.

GRADIMAGES

www.gradimages.com

Name: \_\_\_\_\_  
First Last

Permanent Email: \_\_\_\_\_

Additional Email: \_\_\_\_\_

Mobile Phone Number: ( ) \_\_\_\_\_  
We may send you a text message when your pictures are available for viewing online.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School: \_\_\_\_\_ Pierce College

Students who attend and graduate will receive a card to use for graduation. There is no charge to purchase photos and printed diplomas of graduates. All graduates must complete this card for accurate sequencing. We will require the information shown on this card only, read carefully.

In your Graduation packet included with this information booklet, you will find one (1) **IVORY** two-sided card. **PLEASE COMPLETE THE REQUESTED INFORMATION ON BOTH SIDES OF THE CARD AND BRING THE CARD WITH YOU TO THE COMMENCEMENT CEREMONY.**

The **IVORY** card will be given to the photographer as your photo is taken as you approach the stage and returned to you. As soon as you reach the top of the stage stairs, you will hand the same card to the Faculty Announcer and proceed across the stage to receive your diploma cover. (Please note, no names, other than proper names will be read by the Name Readers).

This information is necessary so that your name can be read quickly and correctly as you cross the stage to the microphone. Keep this card in your hand and bring it to the stage with you.  
**DO NOT FOLD OR CRUMPLE.**

**PLEASE PRINT CAREFULLY AND LEGIBLY.**

**1.) YOUR NAME**

First Middle Last

(Your full name or your name as you wish it to be announced)

**2.) PHONETIC SPELLING (if needed - do NOT do this)**

\_\_\_\_\_

(How name the way it sounds)

# PROCESSIONAL

The Processional will begin promptly at 7:00 PM. Graduate Marshals will guide you down the aisle and assist with seating. PLEASE REMAIN STANDING UNTIL AFTER THE NATIONAL ANTHEM AND THE HONOR GUARD COMPLETES THE PRESENTATION OF COLORS AND LEAVES THE ARENA FLOOR. You will be instructed to be seated at that time.

# PRESENTATION OF HIGH SCHOOL DIPLOMAS AND GED CANDIDATES

High School Diploma and GED Candidates will be the first to be presented. Candidates will be asked to rise and the presentation of Graduates will be announced. The Chair of the Board of Trustees will read the acceptance statement. Student Marshals will direct Graduates to begin the Procession to the stage beginning with the first two rows.

Graduate Marshals will lead Graduates to the photo stations where you will give the **IVORY** card to the Staff Volunteer and the professional photographer will take individual photos. You are under no obligation to purchase the photos taken by GradImages, but will be provided the option to purchase your photos. Graduate Marshals will then direct Graduates to the stage. At the podium, hand your **IVORY** card to the Faculty member who will announce your name. After your name has been announced, walk to the Diploma table to accept your Diploma cover and shake the hand of the Board Member.

**Running Start Students SHOULD NOT approach the stage at this time.**

Proceed to center stage and shake hands with ONE of the College Presidents before descending the center stairway. You will descend the center stairs, meet the Chancellor and receive a white carnation. Return to your row and be seated VIA THE CENTER AISLE, the Marshals will direct you. The process will be repeated until all High School Diploma and GED candidates have been conferred.

## **PRESENTATION OF CERTIFICATE AND ASSOCIATE DEGREE CANDIDATES** —

Following the High School Diploma and GED presentation, Certificate and Associate Degree Candidates will be asked to rise and the presentation of Graduates will be announced. The Chair of the Board of Trustees will read the acceptance statement. Student Marshals will direct Graduates to begin the Procession to the stage beginning with the first two rows.

The procedure will be the same as for the High School Diploma and GED Candidates (please read above). Student Marshals will assist you.

## **PRESENTATION OF BACHELOR DEGREE CANDIDATES** —

Following the AA Degree presentation, Bachelor Degree Candidates will be asked to rise and the presentation of Graduates will be announced. The Chair of the Board of Trustees will read the acceptance statement. Student Marshals will direct Graduates to begin the Procession to the stage beginning with the first two rows.

The procedure will be the same as for the Certificate and Associate Degree Candidates (please read above). Student Marshals will assist you.

## **DIPLOMAS** —

At the Commencement Ceremony you will receive a Diploma cover with a congratulatory message inside from Chancellor White, President Campbell and President Flores. Your actual diploma or certificate is printed and includes the official signatures of the Board Chair and District Chancellor. If you are completing your requirements Spring Quarter 2023, you should receive your diploma or certificate by mail in approximately 10 to 12 weeks. If you are taking classes Summer Quarter, it will arrive approximately 10 to 12 weeks after Summer Quarter's grades have been verified.

If you have not received your diploma by September 30, or have had a change of address, please contact the Evaluations Office at [evaluations@pierce.ctc.edu](mailto:evaluations@pierce.ctc.edu).

## **OFFICIAL CONFERRAL OF DEGREE** —

After all Graduates have received diploma covers and returned to their seats, a Faculty member will make brief comments, after which you will be asked to stand and move your tassel from the right to the left side of your cap. This signifies official conferral of your degree.

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## RECESSIONAL

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At the end of the Ceremony, the Stage Party and Faculty members will proceed down the center aisle to create a receiving line where they will greet all Graduates. **PLEASE STAND AND REMAIN AT YOUR SEATS UNTIL THE GRADUATE MARSHALS LEAD GRADUATES THROUGH THE RECEIVING LINE.** This provides an opportunity for all Faculty and Administrators to greet and applaud YOU, the Graduating Class of 2023!

## AFTER THE CEREMONY

Please depart the Dome when the processional has completed and you have reached the exit doors. Please plan to meet family and friends outside of the Dome for pictures.

In the coming days, GradImages, the ceremony photographers, will contact graduates directly and offer their commencement photos to you for purchase.

Your caps and gowns are yours to keep so there is no need to return them to the College Bookstore.

Stay in touch with your friends from Pierce College. Pierce College is proud to call you an alum, and we want to keep in touch! Update your contact information at [www.pierce.ctc.edu/foundation-alumni](http://www.pierce.ctc.edu/foundation-alumni) and receive updates from the college about alumni meet up events, networking and professional development opportunities, and more!

**CONGRATULATIONS,  
it's time to celebrate your accomplishment!**

# GUEST INFORMATION

**Please share the following helpful information with your guests -**

**Due to security measures at the Tacoma Dome, please arrive early. All visitors to the Dome (including graduating students), will enter through metal detectors and will have all bags checked (no backpacks will be allowed). PLEASE LEAVE ANY PROHIBITED ITEMS IN YOUR VEHICLE (weapons of any kind, including pocket knives, backpacks, large bags, balloons, noisemakers, etc., or you may be denied entry).**

*Please read the Dome security procedures noted on previous pages.*

**BALLOONS** - The Tacoma Dome strictly **PROHIBITS** helium balloons in the building. Please do not bring helium balloons to the ceremony. Balloons that are brought will be collected at the entrance doors by Tacoma Dome staff.

**FOOD AND BEVERAGE** - The Tacoma Dome will have a number of concessions stands open during the Commencement Ceremony for Guests who wish to purchase food and beverage. Tacoma Dome is now a cashless facility, please plan accordingly.

**PHOTOS AFTER THE CEREMONY** - All Graduates will meet their family and friends outside the Dome immediately after the Commencement Ceremony. We encourage guests to exit the building and meet their Graduates outside to allow for the efficient departure of all Graduates from the building.

**ACCOMMODATIONS FOR GUESTS WITH DISABILITIES** - American Sign Language interpreters will be provided and the Tacoma Dome has accessible parking throughout the parking lots, however Parking Lots E and K are reserved for guests with disabilities and are van accessible and are sold on a first come first served basis. Guests needing additional accommodation due to a disability are to contact Access & Disability Services (ADS), at 253-964-6268 or [ADS@pierce.ctc.edu](mailto:ADS@pierce.ctc.edu) by June 5. Tacoma Dome staff can assist with finding accessible seating at the event and direct those using interpreting services to reserved seating. Guests who requested additional accommodations should check in with the volunteer staff at the Access and Disability Services (ADS) table at graduation upon arrival.

# DAY OF GRADUATION CHECKLIST

**Before heading to the Dome, be sure you have ALL of the following items:**

- ☐ **Cap and Gown**
- ☐ **Tassel**
- ☐ **IVORY Name Card filled out (both sides)**
- ☐ **\$15 cash or card for Tacoma Dome parking**
- ☐ **Someone to hold your belongings during the ceremony**
- ☐ **Someone to care for your children during the ceremony**

**Traffic can be especially heavy near the Dome during commencement ceremonies. Please plan adequate time for your commute to the Dome and to secure parking.**