

**CHABOT COLLEGE COMMENCEMENT  
MAY 27, 2011**

<b>Student Commencement Information</b>
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**Note:** Information presented is for students participating in commencement.  
PLEASE READ CAREFULLY.

**General Information:**

**Commencement Date:** Friday, May 27, 2011

**Commencement Begins:** 6:00 PM

**Expected length of Ceremony:** 90 minutes

**Commencement Location:** Chabot College Grand Court

**Parking:** All student campus lots are available for parking at no cost. Parking will be FREE. Parking regulations for all red, yellow and green curbs, blue disabled parking and staff lots will be enforced.

**Specific Instructions for Students Participating:** Plan to arrive on campus between 4:00 and 5:00 p.m. to pick up your name card in front of Building 200 on May 27 starting at 4:00 p.m. There will NOT be a rehearsal. We are expecting over 300 student participants.

When you pick up your name card, you will be instructed to report to either Building 2300 or Building 100 by 5:15 p.m. where you will receive further instructions.

**Participating Students Needing Accommodations:** Participating students with disabilities or needing special accommodations should contact Shari Jacobsen at the Disabled Student Resource Center, 510-723-6696, for arrangements.

- Commencement Attire:** Wear the cap and gown you purchased from the Bookstore. The Bookstore will be open until prior to the ceremony to assist with cap and gown problems. We will have College staff there to help you. Since participants purchase their caps and gowns they are yours to keep. We suggest participants wear comfortable walking shoes.
- Student Name Cards:** Participating students will receive name cards on the morning of the ceremony to be used to announce their name at the ceremony. When you receive your card indicate any changes or a better phonetic pronunciation of your name by reprinting your name on the card as you want it read. Staff will be available to help with phonetic spelling. On the back of the card, please list your current e-mail address for your Grad Images Commencement picture proofs. Every graduate must have a name card to hand to the reader at the ceremony. Pick up your name card in front of Building 200 on May 27 starting at 4:00 p.m.
- Honors:** Participating Associate degree candidates whose cumulative GPA as of Fall 2010 is at least 3.25 are awarded honors medallions. The medallions are to be worn during the commencement ceremony and are the student's to keep.
- Student Personal Belongings:** We recommend that you do not bring valuables, including purses, to the ceremony. Leave your personal items with your family and friends who are attending the ceremony. There will be no place to leave any personal belongings before, during or after the ceremony. If you bring personal items, you will have to carry them throughout the ceremony.
- Commencement Guests:** You may invite as many guests as you like to the ceremony. Although over 2,500 seats will be available, there is no guaranteed seating. Seating is first come, first served.
- Child Care:** Child Care Services will not be provided. Children will need to remain with their families or parents before, during and after the ceremony.
- College Staff Assistants:** Chabot College staff members have volunteered to assist with commencement. They will be easily identifiable in plain black gowns with gold nametags. They can assist with special disabled seating needs, give directions or answer questions. Please follow their direction and guidance throughout the ceremony.

**Commencement Photographs:** Professional pictures will be taken of each participant as they receive their diploma cover. These will be available for purchase through Grad Images ([www.gradimages.com](http://www.gradimages.com)). Please remember to list your e-mail address on the back of your name card.

**Pictures During the Ceremony:** Family and friends will be asked to remain behind the roped off barricaded areas at all times to ensure the safety of participants. No one will be allowed into any roped off areas during the ceremony except commencement participants and school officials. **Please advise your family and friends of this policy as it will be strictly enforced.**

**Commencement Gifts:** All student participants will receive a gift from ASCC at the reception following the ceremony in the Student Center Cafeteria.

Flowers and gift items from the Chabot Bookstore and approved vendors will be available for purchase on the day of the ceremony in the Grand Court.

**Commencement Ceremony:**

**Start Time:** 6:00 p.m. promptly

**Processional:** Ceremony dignitaries will lead the procession. Then Faculty and Staff will form an Honor Corridor and candidates and graduates will be lead by Deans and Staff.

**Presentation of Participants:** COLLEGE STAFF ASSISTANTS WILL GUIDE YOU THROUGH THIS PART: Participants will proceed row by row, starting at the front, going out to the left of the stage area as directed by the Staff. All rows on the left side of the aisle will go first. Then all rows on the right side will follow. Participants will proceed up the ramp to the podium on the left of the stage, to be announced (take your name card). Participants will shake the hand of the Dean of their major and walk across the stage and receive their diploma cover from the President. A professional photographer will take a photo as each participant receives his or her diploma cover. Participants will exit the stage down the ramp and return to their seats as directed by the Staff.

**Ceremony Completion:** The President will ask all student participants to rise and to follow the recessional march. (Again, follow the direction of the College Staff Assistants.)

**Recessional:**

Ceremony dignitaries will recess first. The Faculty and the Staff will form an Honor Corridor for the candidates and graduates to exit to the reception.

**Student Reception:**

Following the ceremony, the ASCC sponsors a reception with food and music for all participants and their friends and families in the Student Center Cafeteria.

**Rain Plan:**

There is an alternate plan in the case of rain, which involves using the Performing Arts Center. The Center only seats 1,480 people so there would be two ceremonies.

If there is bad weather, participating students should call the Office of the Vice President, Student Services at Chabot College at 510-723-6743 after 10 a.m. on Commencement Day, May 27. You will be advised if the alternate plan will be implemented.

**If the Rain Plan is Implemented:** (Only in the case of rain, as determined by the Vice President, Student Services):

Student participants with last names starting with the letters **A through M** will have a ceremony beginning at 5:00 p.m. (Pick up name cards in front of Building 200 after 3:00 p.m. Gather in the Lobby of Building 200 by 4:00 p.m.)

Student participants with last names starting with the letters **N through Z** will have a ceremony beginning at 7:30 p.m. (Pick up name cards in front of Building 200 after 3:00 p.m. Gather in the Lobby of Building 200 by 6:30 p.m.)

**Guests:** If it rains and the ceremony is held in the Performing Arts Center, there will be limited seating for guests. Participants are asked to only have 3 guests attend in the case of rain. All seating will be first come, first serve.

For questions or concerns, please contact  
the Office of the Vice President, Student Services, (510) 723-6743.