GRADUATION INFORMATION
Saturday, May 10, 2014, at 10:30 a.m.

- Graduation will take place at the Summersville Area Arena and Conference Center at 10:30 a.m. on Saturday, May 10, 2014. See map for directions and parking information.
- Student check in is at 9 a.m. It is important to be on time because we will have close to 200 students to register and line up. Please do not arrive before 9 a.m., as the staff and volunteers need time to set up so the process will run smoothly. Graduates should report to the sign-in area. Signs will be posted and ushers will direct students to the proper location.
- If family members or guests come with you, they can be seated in the arena. Make sure your family members and guests have their tickets to enter the arena.
- All students must wear the official cap and gown provided by the College for the graduation ceremony. Gowns must be solid black with no decoration. Business casual attire should be worn under your graduation gown. It generally becomes very warm in the arena once the ceremony begins, so please dress in appropriate lightweight clothing. Comfortable black or white dress shoes are suggested due to the length of time graduates will be standing and walking up and down stairs to the stage.
- The tassel begins on the right and is moved to the left during the ceremony. You will be prompted when to move it.
- Students eligible to graduate with honors will be notified by letter. Honor graduates may purchase an honor cord from the business office for $7. The business office will have the list of students eligible for honor cords.
- Graduating members of Phi Theta Kappa should contact Donna Polk at dpolk@newriver.edu if they wish to borrow a Phi Theta Kappa honor stole for the ceremony.
- Personal items should be left with family or locked in your car. Cell phones must be silenced during the ceremony. We do not have a secure area to store items.
- Please let us know if you or a family member has mobility issues that require special seating so we can make sure that we have accommodations available. Parking for handicapped or elderly guests is available at the rear of the Conference Center. There will be a parking attendant to direct you to the appropriate area. Students with special needs or who have family members with special needs should contact Lora Adkins at 304.929.5445 or via email at ladkins@newriver.edu by Friday, May 2, 2014.
- You will receive a diploma cover and congratulatory letter from the President at ceremony. Your official diploma will be mailed in a few weeks after grades have been checked and graduation status is confirmed.
- You will walk across stage only once, even if you are receiving more than one degree or certificate. You can pick up an additional diploma cover after the ceremony for your additional degree/certificate.
- Students are lined up in the order that degrees appear in the program and alphabetized within that group. You will be given a colored index card that has your name and degree(s) listed. The card is your “ticket” to walk across the stage. Dr. Amy DeSonia will read your name from the card before you walk across the stage. Let her know if you have an unusual pronunciation.
- A photographer will be taking pictures as you are given your congratulatory handshake and diploma cover from President Washington. “Smile” and look at the camera. These photos will be posted on the Graduation Page on the New River CTC website and can be downloaded free of charge. It will take a few days to get them posted. Before and after the ceremony, the photographer will be set up in an area near where you will be lining up and will take individual photos for those who want them. These will also be available free on the website. Photos will not be identified by name on the web. However, if you prefer NOT to have your photograph posted, please turn your face away from the photographer as he is taking the picture on stage, and we will not post that image.
- A DVD of the ceremony is available for a nominal charge of $10 to cover duplication and mailing. DVD order forms were mailed to you and will also be available at the ceremony. Allow four to six weeks after graduation to receive the DVD.
- Your feedback is very important to us. Please complete and return the graduation survey.