Please be aware of the following information about graduation.

1. Graduation will be held at **7 p.m., Friday, May 11**, at the Al G. Langford Chaparral Center. Employees participating in Graduation should be there at **6:30 p.m.** and gather behind the stage area at the ramp end on the floor of Chap Center.

2. If this is your first time to participate in the graduation ceremony, you are invited to attend rehearsal, at **5 p.m., Thursday, May 10**, in Chap Center.

3. If you rent your regalia, you should have already picked it up from the Bookstore.

4. Faculty, staff and administrators will form two lines. **To balance the lines and seating, those at the end of each line may be asked to switch by the Dean of Public Information.**

5. AV Workshop will be videotaping the ceremony. **Everyone is asked to please be aware of the video camera that will be recording info for the graduation DVD.**

6. Faculty, staff and administrators will follow Dr. Jacobs and Dr. Savage to form two lines through which graduating students will march during the processional. Everyone is asked to please keep the lines moving and avoid leaving gaps while forming the lines.

**PLEASE NOTE: Programs will be placed in your chairs, so no need to carry one in.**

7. When all graduates have reached their seats, Dr. Savage and Dr. Jacobs will lead their respective groups to the seating areas on each side of the graduate section.

8. At the conclusion of the ceremony, the Board will exit stage first. Then the faculty/staff groups will be led out by Dr. Savage and Dr. Jacobs. **PLEASE NOTE: Faculty and staff will exit behind the stage, and regalia return areas will be located BEHIND the stage. (See diagram on next page. Faculty/Staff are denoted with red arrows.)** After you return regalia, you may exit via the overhead door located on the east side of Chaparral Center or you may wait until the graduates have exited the floor and join the **President’s Reception,** which will be downstairs behind the graduate seating.

9. If you have questions about the following list you should contact your immediate supervisor. Deans and directors who have questions should contact Rebecca Bell at 685-4556.

10. **If your department is not on this list,** please join the area most closely affiliated with your area, or call Rebecca at extension 4556.

**Behind Dr. Stan Jacobs**
- Fine Arts/Communications faculty
- Social Behavioral Science faculty
- Math/Science faculty
- Adult and Developmental Education
- LRC
- Athletics (Director & Assistant Coaches)
- Business Services and Accounting
- Institutional Effectiveness and Planning
- Student Services

**Behind Dr. Deana Savage**
- Health Science faculty
- Technical Studies faculty
- Business Studies faculty
- Ft. Stockton employees
- Distance Learning and Continuing Education
- Information Technology and Facilities
- Human Resources
- Police Dept.
After the Ceremony is Complete... Board, Administrators, and Faculty: After the ceremony Board, Administrators, and Faculty will recess behind the stage to turn in regalia. Then exit through the overhead door behind the stage OR wait until graduates have left the floor area and join the reception.

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**Faculty/Staff**

**Graduates**