2014 GRADUATION EXERCISE INSTRUCTIONS
Frankfort Convention Center
405 Mero Street
Frankfort, KY

http://www.frankfortconventioncenter.com/directions.php

Please ask any questions you may have during the graduation information sessions.

- **Be on time! Arrive no later than 4:00 p.m. with your cap and gown and your photographer (name) card. If you were unable to attend a graduation information session or you forgot your photographer (name) card report to the Check-In table.**
- **Graduates should enter the back entry to the Convention Center off of St. Clair Street. (see map on back)**
- **Participation is required for the entire ceremony. Students will be dismissed as a group at the end of the ceremony.**
- **Graduates will be lining up by division/program area. There will be two lines. The order of divisions are as follows with programs alphabetical within the division:**

BLUE LINE
Allied Health - Dental Assisting, Dental Hygiene, Dental Laboratory Technology, Medical Assisting, Nuclear Medicine Technology, Phlebotomy, Radiography, Respiratory Care, Surgical Technology

Business - Business Management & Marketing, Education, Interdisciplinary Early Childhood Education, Medical Information Technology, Office Systems Technology

Communications, History, Languages and Social Sciences - Criminal Justice, Geographic Information Systems Technology, Human Services, Security Management

Computer Sciences and Information Systems - Computer Information Technologies, Information Management and Design, Library Information and Technology

GOLD LINE
Humanities – Associate in Arts, Associate in Fine Arts, Film Studies, General Occupational Studies

Manufacturing Industrial Technology - Electrical Technology, Engineering and Electronics Technology, Industrial Maintenance Technology

Natural Sciences - Biotechnology Laboratory Technician**,** Environmental Science Technology, Associate in Science

Nursing - Medicaid Nurse Aide, Nursing, Practical Nursing

Trades and Technology - Air Conditioning Technology, Architectural Technology, Automotive Technology, Civil Engineering Technology, Collision Repair Technology, Computer Aided Drafting, Computerized Manufacturing & Machining, Construction Technology, Cosmetology, Equine Studies, Esthetics, Fire/Rescue Science Technology, Welding Technology

- **Be sure you have a photographer card with your name on it. Hold on to this card, as you will need to hand it to the designated person as you cross the stage. If you have misplaced or forgotten your card or did not attend a graduation information session, you may pick up a card at the Check-In Table.**
- **When the guests have been seated, the Processional will begin. Faculty and staff will precede the graduates. Ushers will cue you to move down the aisle and take your seats.**
- **Presentation of Graduates - Dr. Julian and Dr. Hellmich**
- **Announcement of Candidates - The Assistant Dean will call the graduates of each <u>division</u> as a group to come forward and receive their diploma covers.**
- **Graduates will proceed one row and one section (Section A then Section B) at a time to the RIGHT side of the stage with their name cards. When it is your turn, hand your name card to the designated person who will announce your name. Then proceed across the stage to receive your diploma frame. Return to your seat. Students will be dismissed as a group after all names are called.**
- **The Recessional -Guests seated in front of the stage will file out first. Ushers will cue graduates to exit. Whoever led you in will also lead you out. You will be exiting to the front.**