

Your ref: .....



*ST. VINCENT AND THE GRENADINES  
COMMUNITY COLLEGE*

Our ref:

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Villa  
St. Vincent  
West Indies

June 19, 2017

Dear SVGCC Graduand,

As you are aware, your Graduation Ceremony is scheduled to take place on Tuesday June 27th, 2017 at the Victoria Park at 2:00 p.m. In light of this, please note the following important information.

1. All students will gather at the **Victoria Park 'Mas Shed ' from 12:30 p.m.** You are to line up according to Division, exactly as your name appears in the programme. Please ensure that **ALL** litter is disposed of in the Park's garbage receptacles and not left around the Park. We recommend that you eat a substantial meal prior to the procession which will proceed from the 'Mas Shed' through the gate at O.T.'s Car Park and around to the main entrance of the Park.
2. **The procession will leave the 'Mas Shed' at 1:15 p.m. sharp.** Graduands arriving after the procession has begun will **NOT** be permitted to join the procession or participate in the Ceremony.
3. The Ceremony of Graduates is a formal one and you will be presented to the Director in full academic dress/regalia (gown, cap, stole, etc.). Under your gown, all students will be required to wear a white shirt/blouse and black dress trousers/ skirt and black shoes.
4. During the procession across the stage, graduands will collect a diploma cover with no certificate inside. Once you have returned to your seating tent, there will be a lecturer issuing the certificates. You are expected to collect your certificate there. Please ensure that upon collection of your certificate your name and all the other information presented on the certificate are accurate. If there are any errors please return the certificate to the Registrar's office at the Villa Campus so a replacement can be printed.
5. During the Ceremony, we ask that you kindly stay seated in the order in which you are placed on the programme, each name is called by Division in alphabetical order. You are to return to your seat **immediately** after receiving your diploma cover and certificate and remain there until the Ceremony ends. **Any changes in your positions will result in the disruption of the proceedings.**
6. Graduands will **NOT** be permitted to leave the park, or walk about while the Ceremony is taking place. We will provide you with a bottle of water but suggest that you bring along a few mints to use during the Ceremony. Consumption of food during the Ceremony will **NOT** be permitted.
7. Students who wish to participate in the performance of the Graduation Song at the ceremony are asked to check for updates on the College's Facebook page regarding the final rehearsal date and time. At present, rehearsals take place at the Villa Campus at 10:00 a.m. in one of the 'A' classrooms.
8. As part of the graduation package, each student will receive two photographs. These photographs will be taken in your full academic dress/regalia which you need to bring with you on **Thursday June 22, 2017 in the Lecturers Lounge at the Villa Campus from 8:30 a.m. - 4:00 p.m.** Graduating students from DASGS and DNE will be accommodated between 8:30 a.m. and 12:00 p.m. Graduating students from DTVE and DTE will be accommodated from 1:00 p.m. - 4:00 p.m. Please ensure that any outstanding fees owed to the College or SVGCC Library are settled prior to this date. If outstanding fees are not settled, you will not be permitted to take your photos.
9. **There will be a graduation rehearsal for ALL students on Wednesday June 21st, 2017 at the Victoria Park. Rehearsal will commence at 9:00 a.m. It is important that you are punctual and present.**

If you have any queries regarding graduation please contact me at 457-4503.

Yours sincerely,

Samantha Minors-Rouse  
Registrar