

**COMMENCEMENT CHECK-OFF LIST FOR GRADUATION CANDIDATE
CERRO COSO COMMUNITY COLLEGE CLASS OF 2004
INDIAN WELLS VALLEY**

CONGRATULATIONS: You've made it this far. Your Commencement Planning Committee would like to help you get through the final hectic weeks before graduation **May 14**. Please use this list to check-off these items.

- ___ 1. **NOTIFICATION OF PARTICIPATION.** If you plan to participate in the ceremony, you must notify Admissions and Records by **April 30, 2004**.

- ___ 2. **GRADUATION INVITATIONS/ANNOUNCEMENTS.** Announcements are available in the Cerro Coso College Bookstore. The Bookstore is open 8:00 a.m. to 6:30 p.m., Monday through Thursday and 8:00 a.m. to Noon on Friday. The announcements are custom made, so please order early. There is no limit to the number of guests you may invite. No tickets are needed.

- ___ 3. **CAPS AND GOWNS.** Caps and gowns are available in the Cerro Coso College Bookstore. The cost is \$25 and should be purchased by May 13. Your gown will need pressing prior to the ceremony.

- ___ 4. **REHEARSAL FOR CEREMONY.** The graduation rehearsal is scheduled for Thursday evening, May 13, 2003 at 5:00 p.m. in the Lecture Center at the IWV Campus. The purpose of the rehearsal is to provide information about the ceremony itself and to make processional assignments. You are **strongly encouraged** to attend.

- ___ 5. **COMMENCEMENT CEREMONY.**
 WHEN: Friday, May 14, 2004, 6:00 p.m.
 WHERE: Cerro Coso Physical Education Facility Room 427.
 NOTE: **Please report to the College in your cap and gown no later than 5:00 p.m.**
 so that we will have ample time to assemble for the processional. Do not bring valuables and unnecessary items, because there is no place to secure them.

- ___ 6. **POST-GRADUATION AND RECEPTION.** After the conclusion of the ceremony, the Associated Students will host a reception either outside the Physical Education Facility or in the Lobby (depending on the weather). You and your guests are cordially invited to attend.

- ___ 7. **GRADUATION PHOTOGRAPHS.** A professional photographer will be photographing each graduate during the ceremony at the moment his/her diploma is awarded. You will receive a color proof to help you decide whether or not to place your order. Details will be provided at the graduation rehearsal and just prior to the ceremony.

Call the College Office at (760) 384-6357 after July 1 for diploma availability information.