

Information for Graduates
Things to Know for Friday, June 12th

Congratulations, graduates! We are looking forward to celebrating this special day with you. Please review the important information below to help the day run smoothly.

Important Timing Information

11:30 a.m.

Western Financial Place

Student Entrance Opens - Zamboni Ramp

Guest Entrance Opens – Main Doors Concourse Level

- Graduating students must enter via the Zamboni ramp (back side of the building, from the 17th Avenue South parking area – “Zamboni entrance”).
- An elevator is available to the rink level if required.
- Address: Western Financial Place - 1777 2nd Street North, Cranbrook, BC.
- Guests may enter through the regular entrances and proceed to the seating area.



11:30 a.m. – 12:45 p.m.

Check-in, Gown and Cap Pick-up

- Check-in is located at the bottom of the Zamboni ramp. You will receive a lanyard with your name, program, student number, and assigned side for seating. Please confirm your details with check-in staff.
- Wear your lanyard under your gown. You will only remove it once you have returned backstage to prepare to cross the stage.

- After check-in, proceed to the gowning station; staff will assist with sizing.
- Continue to the cap station for assistance with hair pinning; mirrors will be available.
- Once dressed, take your place in the marked seating areas and with your program. Your nametag indicates if you will sit on Side A or Side B. Chairs will be labeled, and staff are available to assist with seating. The College presents credentials in program order, so it is important to stay with your program for all line-ups and in the procession.

11:30 a.m. – 3:30 p.m.

Coat Check

- A coat check is available under the bleachers where valuables will be secure.
- Please collect items by 3:30 p.m. Items left behind can be picked up Monday, 9:00 a.m., at the Cranbrook Campus Registration desk.

1:00 p.m.

- Students must be in their seats, with their program, in the back of stage stands, by 1:00 p.m.

1:15 p.m.

- Guests in seats.

1:15 p.m.

Procession Lineup Begins

- Your line guides, Kristin Schachtel (Side A) and Cori Andrichuk (Side B), will help you line up.
- Stay with your program group and listen carefully. Follow the person in front of you.

1:30 p.m.

Ceremony begins and Processional

- Music will be played as you process from backstage into the arena.
- Watch your line guides for correct seating.
- Stay in line and follow the person in front of you.

Preparing to Cross the Stage

- After the Student Awards announcements, line guides will usher you backstage, starting with Side A, then Side B to prepare for crossing the stage.
- We announce graduates by program. Please stay in program order in your line-up.

Crossing the Stage process

1. Once Backstage, remove your lanyard and **hold onto your name card**; give your lanyard to staff.
2. Staff will guide you to the stage stairs to meet the announcer.
3. Hand your name card to the announcer and clearly say your name to ensure correct pronunciation.
4. Cross the stage as your name is called; receive a folder from President Michael Crowe and Registrar Jason Colombo. Pause for your photo before exiting the stage.
5. Proceed backstage to exchange your stage folder for your official credential folder and commemorative booklet (organized alphabetically; staff will assist).
6. Your commemorative booklet includes a card from the Alumni Network. This card has the access code from Lifetouch to access your digital photo, after two business days.
7. Return to your seat and cheer on your fellow graduates! You do not need to return to your exact seat unless you have left personal belongings there.

End of Ceremony

- Music will be played as you exit, row by row, following your line guides backstage.

GENERAL INFORMATION

Lifetouch Photography

Lifetouch will be at our Convocation ceremony in June to help capture your achievement. There are two final options for Grad photos this year:

- **Option 1:** June 11th – 20-minute appointments at Western Financial Place (book online; no walk-ins accepted) [Reserve Here](#)
- **Option 2:** June 12th – 5-minute walk-in sessions available from 11:00 a.m. to 12:30 p.m. and for one hour after the ceremony. First come, first served.

Regalia will be supplied. Sessions are \$30.00.

Booking link: https://booknow.appointment-plus.com/1dqj327c/?e_id=13815

Photos with Family

- Backdrops and the stage will be available for photos **after** the ceremony.

Gown Return

- You may keep your gown on for selfies, but please return it to the concourse or rink level before leaving, no later than 4:00 p.m..
- Gown drop-off stations will be available at a variety of exits.
- You may keep your cap and tassel as a keepsake.

Concession

- A concession serving snacks and beverages will be open on the concourse level.
- Washrooms are located throughout the concourse level.

Campus Store – Kootenay Centre

- The Campus Store will be open 9:00 a.m. – 4:00 p.m. on June 12th.
- Diploma frames and College-branded souvenirs will be available for purchase.
- Payment options include **cash, debit, or credit**.

Tours and Photos on Campus (Kootenay Centre)

- You're welcome to visit the Kootenay Centre main campus, open until 9:00 p.m.
 - Gowns will be available if you wish to take photos. These are located near the Security desk.
 - Please return and hang them for other students to use.
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On behalf of College of the Rockies
Management, Faculty, and Staff

Congratulations!