

# INFORMATION FOR GRADUATES

**Wednesday, December 17th at 4:00PM and  
Thursday, December 18<sup>th</sup> at 10:00AM and 2:00PM**

Clarence Brown Conference Center: 5450 GA-20, Cartersville, GA 30121

## Petition for Graduation

- If you have not yet submitted your [petition to graduate](#) for the semester you are completing your program in, make sure to do that before registering for the ceremony.
- If you have questions about your petition or eligibility to participate in the ceremony, please visit our [Graduation Requirements page](#) or email [Graduation@ChattahoocheeTech.edu](mailto:Graduation@ChattahoocheeTech.edu).

## Check-in Process

- Student check in begins 1 hour 45 mins before their ceremony time.
- Check in doors close 20 mins before ceremony to line up students.
- Students arriving late will be asked to wait in lobby until lineup is finalized and will be added at the end of the line.
- If you are riding with family, please make sure they drop you off at the door. See parking section!
- Guests are not permitted in the auditorium during check in. Leave all personal items in your vehicle or with family members.
- Wear comfortable shoes walking up ramps.
- Photo opportunities will be set up including professional photographers.

## Cap/Gown Ordering

- All students must wear a black regalia set (black gown, cap, tassels) to participate.
- We encourage you to decorate your caps! We love to see all the creative designs.
- Students can purchase their cap/gown from one of the following options:
  - Marietta or North Metro bookstores (while supplies last)
  - [Herff Jones site](#)
    - Deadline to order for bookstore pickup: October 26, 2025
    - Deadline to order for home delivery: November 20, 2025
  - [Amazon](#) (this method is great for last minute orders)

## Guest Policy

- Due to space limitations and the high number of graduates, each graduate is strictly limited to 6 guests. Depending on number of graduates, we can sometimes add more guest seats but this won't be determined until December.
- Guests must enter through the main entrance and check in upon arrival and no tickets are required.
- Seating is first come, first served—early arrival is strongly recommended as doors open 1 hour and 30 mins before ceremony start time.
- Once the venue reaches capacity, any additional guests will not be allowed inside and will be asked to wait in the lobby and watch the live stream on the screens.
- The ballroom doors will close promptly 15 mins before ceremony time for the processional and will reopen after it concludes.



# INFORMATION FOR GRADUATES

## Parking

- Overflow parking will be across the street at Georgia Highlands in the lot noted by the picture below. There will be a shuttle beginning at 1 hour and 30 mins before ceremony time to take families from GHC to Clarence Brown. Please park in the lot with access to Cline Smith Road.
- If coming from I-75, take a right on Cline Smith Rd. at the signal light before Clarence Brown. Then take a left in the GHC parking lot. The shuttle will run back and forth until everyone has left.
  - \*\*If you are riding with guests that need to park across the street, make sure graduates are dropped off at the door of Clarence Brown so you are not late!\*\*





# INFORMATION FOR GRADUATES

## Diplomas and Cords

- Students will receive a diploma cover during the ceremony. Official diplomas will be mailed once all audits have been completed. Expect 4 weeks for awarding/printing of awards.
- Honor cords given by the school will be handed out at check in:
  - 4.0 Medallions are students with a 4.0 cumulative GPA in a degree or diploma program
  - Gold cords are the honor graduates with a 3.5 or higher in a degree or diploma program.
  - Red, White and Blue cords are graduates who are also veterans.
  - Teal cords are Dual Enrollment graduates.
  - White cords are our Chatt Tech Academy Dual Achievement High school graduates.
  - Gold Medallions are graduates of our Student Leadership Academy.
- Any other cords/stoles that have been given to you by an academic program, club or honor society are fine to wear during the ceremony.
- Scarves and other non academic regalia will need to be removed before the ceremony.

## Professional Photographs

- A photographer from [GradImages®](http://www.gradimages.com) will be taking a candid photograph of all graduates during a special moment of recognition. One or two more photos will be taken during the ceremony in addition to the candid handshake photograph. Graduates will receive a proof of this photo via e-mail within 2 weeks after the ceremony. Graduates and guests may place orders or obtain answers to questions at [www.gradimages.com](http://www.gradimages.com) or [1.800.261.2576](tel:18002612576).
- Personal photographs may be taken during the commencement ceremony. However, guests and graduates may be restricted from photographing from certain areas.

## Live Streaming

- Both Commencement Ceremonies will be live streamed via the Chattahoochee Tech Facebook page: [Click to view livestream](#)

## Celebrate Your Graduation!

- While you're counting down to the big day, visit this page to share your story and grab some social media graphics: [Celebrate your graduation](#)

*Congratulations!*