



# SHERIDAN TECHNICAL COLLEGE

## Graduation Guide 2024-2025



Office of Student Affairs  
[SheridanTechnicalCollege.edu/graduation](https://SheridanTechnicalCollege.edu/graduation)



STC/MR/4-11-2025

Thank you for choosing Sheridan Technical College!



# Quick Reference

## Graduation Checklist

Please take the following steps to participate in the graduation ceremony. Refer to the “Graduation Pre-Planning” section (starting on page 3) for complete details. Seats are limited and STC reserves the right to close the list once maximum capacity is reached. Please don’t delay, RSVP early to secure your spot.

1. Access your graduation invitation via your email.
2. Read this Graduation Guide in its entirety for all details pertaining to graduation.
3. RSVP by the RSVP deadline.
4. Register for a graduation information session.
5. Purchase your cap and gown from the STC bookstore (main campus)
6. Pick up your guest tickets on the specified dates.

## Important Dates

Graduation/Commencement Ceremony: Click [here](#) for more information.

- Monday, June 2, 2025 at 8:00 AM

Graduation Info Sessions: Click [here](#) for more information.

- May 20, 2025 at 10:30 AM – 11:30 AM or
- May 21, 2025 at 4:00 PM – 5:00 PM

RSVP Deadline: Click [here](#) for more information.

- May 9, 2025

Cap/Gown Purchase: Click [here](#) for more information.

- May 12 – May 28, 2025

Basic Skills Deadline:

- May 9, 2024

Ticket Pick-up: Click [here](#) for more information.

- Date: May 27<sup>th</sup>, May 28<sup>th</sup> & May 29<sup>th</sup> at 8:00 AM – 6:00 PM

## Website Links

STC Graduation Website:

- [www.sheridantechnicalcollege.edu/graduation](http://www.sheridantechnicalcollege.edu/graduation)

RSVP: Click [here](#) for more information.

- <https://www.sheridantechnicalcollege.edu/graduationrsvp>

Graduation Info Sessions: Click [here](#) for more information.

- <https://attendee.gotowebinar.com/rt/4268252907261280607>

College Central Job Board: Click [here](#) for more information.

- [www.collegecentral.com/sheridantechnical](http://www.collegecentral.com/sheridantechnical)

Legacy Brick Purchase: Click [here](#) for more information.

- <https://polarengraving.com/sheridantechnicalcollege>

Alumni Association: Click [here](#) for more information.

- [www.browardtechnicalcolleges.com/alumni](http://www.browardtechnicalcolleges.com/alumni)

## Contact

For questions about graduation please contact Maude Richard at:

**Email:** [STC\\_graduation@browardschools.com](mailto:STC_graduation@browardschools.com)

**Phone:** 754.321.5444

# Graduation Pre-Planning

## Ceremony

- **Date:** June 2, 2025
- **Time:** 8:00 AM (Doors open for guests at 7:00 AM)
- **Location:** Nova Southeastern University  
Rick Case Arena (Don Taft University Center)  
3301 College Avenue, Fort Lauderdale, FL 33314

## Graduation Information Session

There will be an online graduation information session in lieu of a face-to-face rehearsal. Please register for one of the following two sessions:

- **Session 1 Date/Time:** **Tuesday, May 20, 2024 @ 10:30 AM – 11:30 AM** or
- **Session 2 Date/Time:** **Wednesday, May 21, 2024 @ 4:00 PM – 5:00 PM**
- **Online Registration:** <https://attendee.gotowebinar.com/rt/4268252907261280607>
- **Note:** Graduates who are unable to attend can refer to this Graduation Guide or recorded information session for details. The recorded information session will be available 2-4 school days prior to graduation. For additional questions contact Maude Richard at [STC\\_graduation@browardschools.com](mailto:STC_graduation@browardschools.com) or 754.321.5444.

## Participation Criteria

Graduation participation is reserved for all STC post-secondary and Career Dual Enrolled students who meet the criteria listed below. Seats are limited and STC reserves the right to close the list once maximum capacity is reached. Please don't delay, RSVP early to secure your spot.

**CTE:** Career Technical Education (CTE) program completers are categorized as those who have met the basic skills requirement. In addition, graduates must have completed or are scheduled to complete the program between July 1, 2024 to July 31, 2025.

**CDE:** Career Dual Enrolled (CDE) high school students can participate in graduation as long as they are considered a CTE program completer even if they do not meet the standard diploma graduation criteria at their home high school. Graduation participation for these students is based solely on earning a CTE program certificate, not a high school diploma.

**GED:** GED student graduation participation is reserved for those students were enrolled in a GED preparation course at STC and passed the GED exam between July 1, 2024 and the published graduation RSVP deadline.

**ESOL:** ESOL student graduation participation is reserved for those students who completed STC's ESOL program between July 1, 2024 and the published graduation RSVP deadline.

**Note:** All financial obligations must be cleared prior to graduation.

## Gown/Regalia Order

- **Start Date for Orders:** Monday, May 12, 2024
- **Deadline for Orders:** Friday, May 28, 2024
- **Order Location:** STC Bookstore (Main Campus – Building 12)
- **Cost:** \$49.61 (Purchase)
- **Acceptable Payment:** Cash, Mastercard, Visa
- **Bookstore Hours:** Mon., Tues., Wed., Thurs.: 8:00 AM – 7:00 PM & Fri.: 8:00 AM – 3:00 PM  
Saturday, May 17<sup>th</sup> (8:00 AM – 12:00 PM)  
Monday, May 26<sup>th</sup> (Closed- Memorial Day)
- **Note:** The purchase includes gown, cap and cord(s). **All sales are final – nonrefundable.**



## Invitations/Response Cards (RSVP)

**Invitation:** Graduation invitations are emailed to the graduate's email address on file. It is the responsibility of the graduate to update contact info and to complete the online response card by May 9, 2025 at [www.sheridantechnicalcollege.edu/graduationrsvp](http://www.sheridantechnicalcollege.edu/graduationrsvp) . This is a password protected site, so please refer to your invitation for the password. Please be sure to check your spam/junk folder.

**RSVP Confirmation:** Once the graduate has completed the online RSVP, a confirmation email will be sent up to 2 school days after submission. The confirmation email will be from [STC\\_graduation@browardschools.com](mailto:STC_graduation@browardschools.com) and is titled "STC Graduation RSVP Received", so please be sure to check your spam/junk folder.

## Phonetic Spelling of Name (RSVP Card)

If your name is one that is pronounced in a special way, please indicate the phonetic pronunciation on the online RSVP card. Indicate either the phonetic spelling of your name OR a familiar word that rhymes with your name. Be sure to separate the syllables with dashes.

For example:

1. Raul Gonzalez = rah-ooL gon-sah-les
2. Ngoc Nguyen = nahk nuh-wen
3. Sophia Lamagna = so-fee-uh sounds like "lasagna"

## Accommodations for Disabilities (RSVP Card)

Graduates who require accommodations for visual, hearing or mobility disabilities can identify accommodation need(s) on the online response (RSVP) card.

## Tickets

- Each graduate will receive **6 guest tickets**. Each guest, including infants and toddlers, must have a ticket. Tickets are not required for graduates participating in the commencement ceremony. No additional tickets will be provided. Graduates be sure to provide your guest(s) with their tickets prior to graduation day.
- Ticket Pick-Up  
**Date:** May 27<sup>th</sup>, May 28<sup>th</sup> & May 29<sup>th</sup>  
**Time:** 7:30 AM – 4:30 PM  
**Location:** Sheridan Technical College (Main Campus) - Building 11 (Office of Student Affairs)  
**Note:** Physical/hard copy picture ID is required. No tickets will be issued graduation day. Tickets will be provided to the graduate only and a signature is required. Cap/gown must be purchased prior to picking up tickets.

## Graduation Cords & Honors

- |                                       |   |
|---------------------------------------|---|
| • ACCESS & Career Placement – Yellow  | • Adult Education (GED/ESOL) – Maize                  |
| • Architecture & Construction – Brown | • Business, Management & Admin.– Royal Blue           |
| • Education & Training – Purple       | • Health Sciences – Maroon                            |
| • Hospitality & Tourism – Orange      | • Human Services – Pink                               |
| • Information Technology – Red        | • Transportation, Distribution & Logistics – Sky Blue |
| • Veterans – Red, White, Blue         |   |



# Commencement Ceremony (Graduation Day)

## Arrival

- **Faculty:** Report to the arena loading dock by 6:00 AM. Faculty will need a school badge or gown for entry.
- **Graduates:** Report to the arena loading dock by 6:30 AM. Graduates will need graduation gown for entry.
- **Guests:** Doors open at 7:00 AM and guests must be seated prior to the start time. Doors will temporarily close at the start of the ceremony and will re-open after the National Anthem.
- **Guests with Disabilities:** Doors open at 6:45 AM and guests must be seated prior to the start time. Doors will temporarily close at the start of the ceremony and will re-open after the National Anthem.

## Attire/Regalia - Graduates

**Under Gown Attire:** Wear lightweight, comfortable attire under your gown. Men should wear dark pants, shoes and socks (no sneakers or flip flops) with a collared or button-down shirt. Jackets are not encouraged. Women should wear dress, skirt or dark slacks with a nice top and comfortable dress shoes (no sneakers or flip flops). Dresses and skirts should not extend past the trim of the gown. Very high heeled shoes should be avoided; rather, opt for flats or low heels. Purses and backpacks are not permitted.

**Gown:** If necessary, be sure to de-wrinkle the gown. Creases and folds caused by the packaging can be removed by steaming or ironing (low heat) the gown. Hanging the gown on a hanger days before the ceremony will also assist with removing wrinkles. If the gown comes with a white collar, do not wear it. Gowns should be free of any markings or modifications (i.e. flowers, pins, buttons, etc.); however, school issued graduation cords, medallions or other honors are permitted.

**Cap:** Caps should be worn in such a manner that the top is flat rather than slanted or tilted. Tassels should be worn on the right side of the cap before the ceremony and are then moved to the left when directed to do so once students are conferred as graduates. Student caps can be decorated; however, the following guidelines must be followed:

- Must not contain any advertisement, symbols, abbreviations, initials, words, slogans, patches, or pictures that refer to drugs or controlled substances, tobacco, alcohol, or weapons or be of a sexual nature.
- Must not denote an affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students.
- Must not be obscene, profane, vulgar or lewd.
- Must not threaten the safety and welfare of any person.
- Must not contain battery operated devices, blinking lights or anything that makes noise.
- Only the flat, top area of the mortar board may be decorated. Decorations must be flat on the surface. Therefore, 3-D creations and items hanging from the sides of the cap are prohibited. Make sure items are secure and not falling off.
- Graduation caps will be reviewed at the ceremony. STC and venue staff reserve the right to remove any cap that violates any of the said policies or threatens the integrity of the ceremony.

## Conduct/ Graduation Decorum

We request that all students, parents, and guests conduct themselves in a respectful manner. Students and attendees may be removed from the graduation ceremony if their behavior or conduct is inappropriate and/or disruptive.

### Graduates

- Students are reminded that their conduct and responsibility at graduation ceremonies and rehearsals shall follow the rules set forth in the Code of Student Conduct.
- Students shall follow the protocol procedures and schedule of events as established and reviewed in the graduation rehearsal/information session.
- Graduation caps shall be worn at all times.
- Students should recognize the importance of the graduation ceremony and dress appropriately.





- The graduation program will designate those students who are authorized to address the graduates and class. No student may speak to the audience without the specific permission and authorization of the school principal.
- Noisemakers, including air horns or whistles, are not permitted in the graduation venue and their use is strictly prohibited.
- The throwing of beach balls, balloons, or other related items at the graduation ceremony are strictly prohibited.
- The throwing of confetti is not permitted during the graduation ceremony.

### Guests

- Appropriate dress is recommended (e.g., business casual).
- Personal use of cameras without flash and hand-held video cameras are permitted as long as one remains in their seat and respects the viewing rights of attendees. Flash photography and standup videotaping are not permitted during the graduation ceremony.
- Follow the school principal's instructions for applause and recognition during the ceremony.
- Noise makers, including air horns or whistles, are not permitted in the graduation venue and their use is strictly prohibited.
- The throwing of beach balls, balloons, confetti, or other related items are strictly prohibited during the graduation ceremony.
- The throwing of confetti is not permitted during the graduation ceremony.
- The graduation program will designate those individuals who are authorized to address the audience and graduates. No individual may speak to the audience without the specific permission and authorization of the school principal.

## Live Streaming

Online live streaming of the commencement ceremony will be available for those who are unable to attend. The link will be available at [www.sheridantechnicalcollege.edu/graduation](http://www.sheridantechnicalcollege.edu/graduation) as graduation nears and select the button titled "Live Streaming".

## Venue Security & Restrictions

To ensure everyone's safety, various security measures will be in effect. Everyone entering the arena must go through a security checkpoint. Graduates must have gowns, faculty must have school IDs and guests must each have a ticket for entry (no exceptions). Re-entry is not permitted once you leave the arena. NSU staff reserve the right to deny entry to the arena. **ALL BAGS & PERSONS ARE SUBJECT TO SEARCH.** The following are not permitted:

- Coolers
- Weapons of any type
- Outside food and beverages
- Fireworks
- Noise makers/air horns (whistles, horns, bells, etc.)
- Pets/Animals (except for service animals)
- Illegal substances and alcohol
- Bottles
- Large bags (see approved bag policy →)
- Laser products
- Strollers (stroller parking available outside Arena)
- Balloons
- Lighters
- **NO SMOKING IS PERMITTED ON-CAMPUS!**
- Any items deemed inappropriate or hazardous

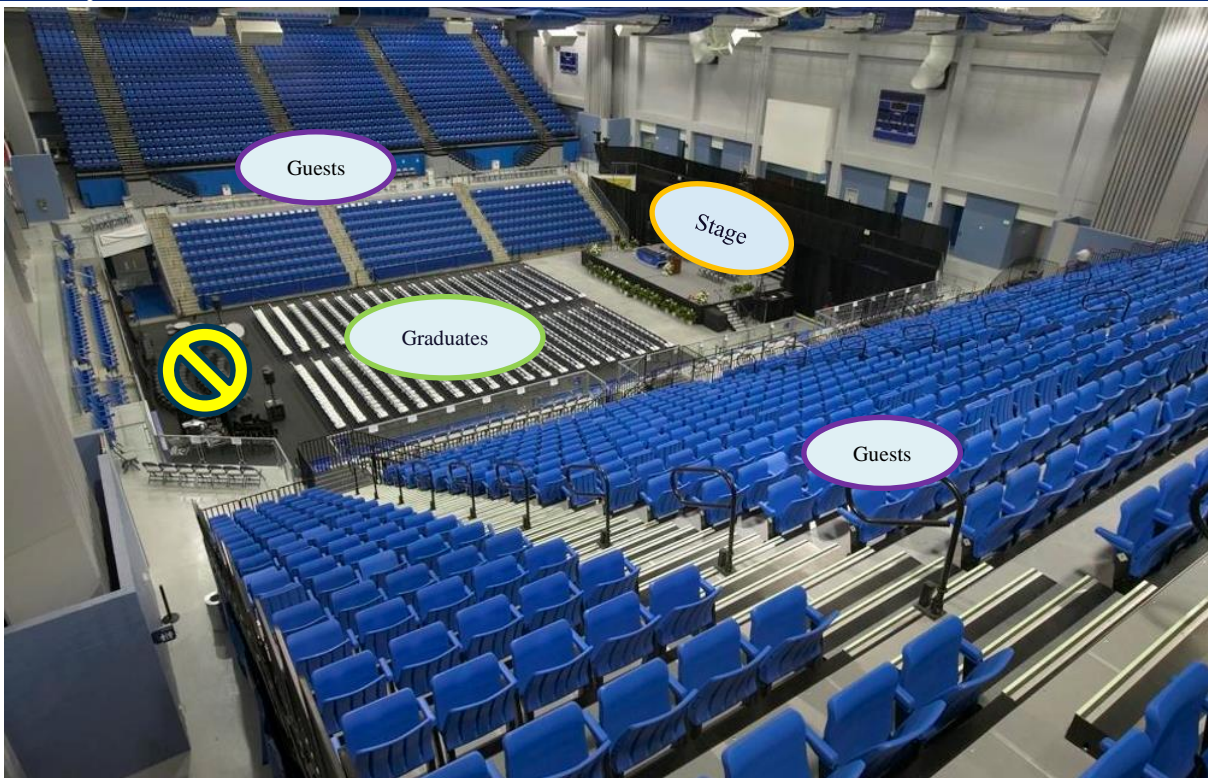


## Parking and Venue Map

Park for **free** in the **Library Parking Garage** located at 3051 Ray Ferrero Jr. Blvd, Davie, FL 33314. No parking pass is required. Cars must be parked headfirst. Be sure to wear comfortable walking shoes.



## Arena Layout



# Post-Graduation

## Distribution of Certificates

Certificates are not distributed at the graduation ceremony. Rather, a certificate cover is provided to all graduates. Certificates that have not already been distributed will be available for pick-up at STC. Please contact your instructor regarding the process. No further action is required for those who have already received their certificates.

## Portraits/Pictures

Professional graduation portraits of each graduate will be taken during the ceremony and will be available for purchase. For more information visit, [www.sheridantechnicalcollege.edu/graduation](http://www.sheridantechnicalcollege.edu/graduation) and select the button titled “*Graduation Portraits*”.

## Career Center/ Job Board

The STC Career Center is here to assist you with all your job search needs (resume writing, mock interviews, interview attire and online job board).

Location: STC Main Campus (Building 12 – Room 469)

Phone: (754) 321- 5144

Website: (STC Career Services) [www.sheridantechnicalcollege.edu/career-services](http://www.sheridantechnicalcollege.edu/career-services)

Website: (CCN Job Board) [www.collegecentral.com/sheridantechnical](http://www.collegecentral.com/sheridantechnical)

## Legacy Brick Purchase

Leave your legacy at Sheridan Technical College by purchasing an engraved Legacy Brick! For more information visit: <https://polarengraving.com/sheridantechnicalcollege>.

## Alumni Association

Stay connected! Join the BTC Alumni Association ([www.browardtechnicalcolleges.com/alumni](http://www.browardtechnicalcolleges.com/alumni)). For more information email [brwdtechalumni@gmail.com](mailto:brwdtechalumni@gmail.com) or call (754) 321-5802.

