



500 Airport Blvd. Aurora CO 80011~ 303-344-4910



April 2017

Dear Pickens Technical College Graduates and Parents,

The school year is rapidly coming to a close. Congratulations from the faculty and staff of Pickens Technical College.

Pickens Technical College and the Aurora Public Schools Board of Education are pleased to invite all 2016-2017 school year graduates to participate in the 2017 Certificate Ceremony. Please understand that this is a formal event structured in the traditional manner. Participation in this activity is completely voluntary. Issuance of your certificate(s) does not depend on your attendance at this event. Your certificate(s) will be mailed to you by mid-summer after all grades have been posted and successful program completion has been verified.

Please note important graduation information and expectations for dress and behavior explained in the following pages. Cap and gown are required attire for graduates. The only insignia, medals, cords, etc, which may be worn are: Gold 4.0 Honors cords, Skills USA medals, National Technical Honor Society tassel and cords.

Past graduating classes at Pickens have demonstrated adult behavior. We have worked to increase the time and honor accorded to each individual graduate. We have designed a short program with special messages and recognitions for this year's graduates. The staff feels strongly that no one should be allowed to disrupt or distract from any student's recognition or the honors accorded to the class as a whole. For example, balloons, beach balls, glitter, confetti, dancing, signs, etc. are among the behaviors inappropriate for this occasion. We are asking for mature audience behavior from both graduates on the floor and guests in the stands. Because we feel so strongly about providing dignity for each graduate, any student causing a disruption or behaving inappropriately will be removed from the ceremony immediately.

The certificate ceremony is Monday, May 22, 2017, at 7:00 p.m. at the University of Denver Ritchie Center, 2240 E. Buchtel Blvd., Denver, CO 80208. Graduates need to be in Hamilton Gym in the Ritchie Center at 6:00 p.m. and ready to take their places for the processional.

This year's graduates have made Pickens a better place and have earned much recognition. We want their closing ceremony to match that level of achievement. We want the best for each individual graduate and for Pickens Technical College. We look forward to seeing you on Monday, May 22.

Sincerely,

Kevin Simpson
Pickens Technical College
Student Services Coordinator

CHECKOUT PROCEDURES

Return all library materials, textbooks and equipment. Checkout sheets will be distributed to graduates.

GRADUATION INVITATIONS

Herff Jones personnel will be in the student lounge in Building A to sell graduation invitations on Wednesday, April 12 from 8AM to 2PM. The cost will be \$13.00 for a packet of ten invitations.

CAP & GOWN

Students must be in caps and gowns. Students may wear a cap, gown, and tassel from their home high school or a family member. We enjoy having a variety of colors in our ceremony. Graduates may choose to buy a Pickens maroon keeper gown, cap and tassel. The cost is \$38.00 with tax. Graduates wearing their home high school cap and gown may purchase a Pickens tassel for \$10.00 with tax. NTHS students will also be allowed to wear their white tassel & optional cord.

Herff Jones/Unique Recognition personnel will be at Pickens in the student lounge in Building A on Wednesday, April 12 from 8:00AM to 2:00PM to purchase the cap, gown, and tassel. Graduates may pay with cash, debit or credit card. After that date, graduates can go to the Bookstore during regular bookstore hours to do **cash only** purchases until Friday, May 19 until 2:00p.m.

PICTURES:

Family and friends are asked to take pictures from their seats during the certificate ceremony. Approaching the stage to take pictures is not allowed. There will be time after the ceremony for family and friends to take pictures outside west of Hamilton Gym. Grad Images, a professional photography company, will be photographing all graduates during the ceremony. For more information, their website is www.gradimages.com and their phone number is 800-261-2576.

PARKING:

More information regarding parking on the University of Denver campus can be found on their website www.parking.du.edu/documents/pdf/parking_map.pdf. or see the map included in this packet.

RTD LIGHT RAIL:

Below is a partial schedule, as of April 4, for the light rail H line from the Nine Mile station, Parker & Peoria (near I-225). **Please remember that graduates need to be at the Ritchie Center lower level at 6PM.** Visit the RTD website www.rtd.denver.com for more details including costs and other schedules.

	9 Mile Station	DU Station		DU Station	9 Mile Station
NORTHBOUND	<u>Departs</u>	<u>Arrives</u>	SOUTHBOUND	<u>Departs</u>	<u>Arrives</u>
	4:49pm	5:04pm		8:04pm	8:19pm
	5:04pm	5:19pm		8:17pm	8:34pm
	5:19pm	5:34pm		8:34pm	8:49pm
	5:34pm	5:49pm		8:49pm	9:04pm
	5:49pm	6:04pm		9:04pm	9:19pm

PICKENS TECHNICAL COLLEGE CERTIFICATE CEREMONY
Monday, MAY 22, 2017 7:00 P.M.
RITCHIE CENTER – UNIVERSITY OF DENVER
2240 E. BUCHTEL BLVD., DENVER, CO 80208

Please remember that all school rules and expectations apply at this function. Graduates, parents and other guests in the audience do not use confetti, glitter, air horns, cowbells or other noisemakers and do not come out of the stands to take pictures, or for any other reason, during the ceremony. A professional photographer will be taking a picture of each graduate receiving his/her certificate that may be purchased later by mail. The photography company will contact graduates.

1. Graduates must be in the Hamilton Gym in caps and gowns by no later than 6:00 P.M. on Monday, May 22.
2. You will be asked to stand and remain standing during the presentation of colors and the “Star Spangled Banner”. Gentlemen will remove their caps.
3. You will be seated during the introduction of the platform guests.
4. Students graduating with honors and/or scholarships should stand when the group they belong to is announced.
5. Ms. McConnell will present the class to the Superintendent of Schools. Graduates will remain seated during the presentation.
6. Superintendent Munn will accept the graduates for the school board. Students will remain seated during his acceptance. After the recognition, the certificate cover distribution will be explained and the presentation will begin.
7. The first row of graduates will stand by their usher. They will move to the side of the platform following their usher for the presentation of certificate covers. Other rows and sections will follow in order. Certificates will be mailed to graduates by mid-summer after all grades have posted and successful program completion has been verified.
8. For the presentation of certificate covers, the graduate will hand the Faculty Herald (announcer), at the side of the platform, a printed card given to them in Hamilton Gym. The Faculty Herald will read the graduate's name. After the graduate's name is announced, the graduate will enter the platform, cross to the center, receive a certificate cover with their left hand, and shake the hand of the school board member with their right hand. A professional photograph of each graduate will be taken at this time. After shaking the board member's hand, exit from the platform, shake hands with Ms. McConnell, return to your seat, and remain standing until all members of your row have returned. **DO NOT** move your tassel at this time.
9. When all the graduates have received their certificate covers, closing remarks will be given. At the end of the ceremony, the direction will be given that all graduates should move their tassels to the left side. **Do not throw your cap.**
10. Graduates will follow their usher out of the arena back to the Hamilton gymnasium.
11. **Parents will not be allowed in Hamilton gymnasium to take photos. We suggest that you take photographs of your graduate before you arrive.** Students will be allowed to meet parents outside the Hamilton gym in the soccer field for a cap and gown photo opportunity with their certificate cover.

GENERAL INFORMATION

- A. Appropriate dress is required for graduates to be allowed in the processional march into the certificate ceremony. Caps and gowns are not to be altered or adorned. The only insignia, medals, cords, etc., which may be worn are the following:
- * Gold 4.0 cords
 - * Skills USA medals
 - * National Technical Honor Society tassel and cords

Required dress for female graduates:

1. Dresses that do not hang below the gown. (Flat collars, not a turtleneck style, are suggested).
2. Inconspicuous jewelry, if any.
3. No corsages or jewelry on the gown.
4. Place caps flat so the fabric point touches the middle of your forehead and the top is parallel with the ground. You may need a couple of bobby pins to hold your cap on your head.
5. DO NOT bring purses and other valuables.
6. No chewing gum...or anything else!

Required dress for male graduates:

1. Light colored shirts but NO jacket.
2. Dress trousers (no jeans or shorts).
3. Place caps flat so the fabric point touches the middle of your forehead and the top is parallel with the ground. You may need a couple of bobby pins, too.
4. No chewing gum...or anything else!

B. Care of Caps and Gowns required before the ceremonies:

1. Gowns will be wrinkled. Please press them with a cool iron and hang them on a hanger after pressing.
2. Caps should be placed on the head so the top of the mortarboard is flat with the fabric point of the cap touching the middle of your forehead.
3. Tassels are to be placed on the right side and moved to the left side as a total class when directed at the conclusion of the ceremony.

C. Disabled Provisions: Handicap parking and ramps are located on the north side of the Ritchie Center.

D. Information regarding parking on the University of Denver campus can be found on their website www.parking.du.edu/documents/pdf/parking_map.pdf.

Please Note: Aurora Public Schools, Pickens Technical College, and University of Denver prohibit confetti, air horns, cowbells, and all other types of noise makers. Accessories such as flowers, jewelry, comments, or lettering, etc., on the cap or gown are not allowed. Also, family members or friends cannot accompany students into Hamilton Gym or during any part of the processional. Certificates will be mailed to qualified students once final grades and program completion have been checked and verified.

Graduates having any questions about the ceremony should see Mr. Simpson in Building B.

The administration, faculty, and staff of Pickens Technical College would like to offer you congratulations on your accomplishments in earning your certificate. We wish you the best of luck in the future.

CONGRATULATIONS GRADUATES

APS Parking, Assemble and Entry



**Pickens Technical College
Aurora Public Schools
Graduation/Certificate Ceremony
University of Denver
Ritchie Center, Magness Arena
2240 E. Buchtel Blvd.
Denver, CO 80208**

STEP #1: Personal Information Please print clearly in the spaces provided.

FORMAL FIRST NAME	MIDDLE	LAST	
MAILING ADDRESS			
CITY	ST	ZIP	GENDER <input type="radio"/> Male <input type="radio"/> Female
EMAIL		<input type="text"/> fl. <input type="text"/> in. <input type="text"/> lbs.	
PICKENS TECHNICAL COLLEGE		PHONE NUMBER	PHONE

STEP #2: Items

Custom School Announcements/Invitations (Package of 10)	\$12.00	QTY:	\$
Graduate Namecards (Personalize each announcement with your name)	\$ 7.00	QTY:	\$
2017 Graduation Tassel	\$ 8.75	QTY:	\$
Cap, Gown, & Tassel Unit	\$34.95	QTY:	\$

STEP #3: Payment Information

<u>NO PERSONAL CHECKS</u> <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT/DEBIT CARD	SALES TAX CALCULATOR (Product Total) X (.0775) = Sales Tax Product Total (_____) X (.0775) = \$ _____	PRODUCT TOTAL	\$
		TAX - 7.75%	\$
		GRAND TOTAL	\$