



COMPLETION CEREMONY STUDENT INFORMATION

Students and families are invited to participate in the Fort Hayes Career Center Completion Ceremony! Listed below is a summary of the information you will need. As a reminder, in order to participate, students must meet all completion requirements (WebXams, attendance, CSCC application – see attached letter)

1. CEREMONY & RECEPTION - WEDNESDAY, MAY 22nd FHMEC THEATRE

- **Visual and Performing Arts (5:00 pm ceremony)**
 - ◆ Students arrive **by 4:30 pm** in west hallway of the Construction Arts/Auto Tech Center
- **Construction Arts and Auto Technology (6:30 pm ceremony)**
 - ◆ Students arrive at **6:00 pm** in west hallway of the Construction Arts/Auto Tech Center
 - ◆ Parents & families who arrive early may wait in the Performing Arts Choir Room
- **Health Science Programs (8:00 pm ceremony)**
 - ◆ Students arrive **by 7:30 pm** in west hallway of the Construction Arts/Auto Tech Center
 - ◆ Parents & families who arrive early may wait in the Performing Arts Choir Room

Each ceremony will be followed by a reception for you and your guests in the Art Gallery of the Shot Tower. If you are late, you may not be able to participate in the ceremony.

2. REHEARSAL ~ Monday, MAY 20th in PERFORMING ARTS THEATRE

- **Construction Arts, Bio Science & Transportation Programs 12:10 pm to 1:10 pm.**
- **Performing & Visual Arts and Senior Community Based Programs 1:15 pm to 2:15 pm.**

REHEARSAL ~ Tuesday, MAY 21st in PERFORMING ARTS THEATRE

- **Health Science 1-2:20 on (Pate/Collins/Hale/Tabor/Racanelli/Vail, Clark, Toles-Anthony)**

*Attendance at rehearsal is **REQUIRED** for participation in the ceremony unless excused by Ms. Gardiner*

3. ELIGIBILITY

➤ Certificate of Completion

- ◆ Student is successfully completing a 1 or 2 year program.
- ◆ Student is a senior successfully completing the first year of a two year program.
- ◆ **All fees must be paid** – (Tickets will be held if fees are not paid)
- ◆ **Student must successfully complete their required WebXam.**

➤ Certificate of Participation

- ◆ Students who did not meet the standards for completer, but have not missed more than 50 days for the year. All program fees must be paid.

4. CEREMONY DRESS CODE ~

STUDENT DRESS CODE FOR COMPLETION CEREMONY

In order to provide a ceremony which fittingly honors the accomplishments of our career technical students, Fort Hayes requires that each student dress in an appropriate manner.

*Students who do not follow dress code will **not** be allowed to participate in the ceremony. If there are problems with the dress code, see Ms. Gardiner prior to May 10th, 2019.*

Shorts are not permitted for any student at any time!

Ladies

Appropriate Dress

- ◆ Dress of appropriate length or dress pants/skirt (appropriate length) with dressy top, dress shoes/sandals

Inappropriate Dress

- ◆ See-through or revealing wear; low cut, strapless, halter, one shoulder or tank tops; sweats or jeans, tennis shoes, flip-flops, beach sandals

Gentlemen

Appropriate Dress

- ◆ Dress pants, dress shirt & tie, dress shoes & dark socks, (Suit or sport coat optional),

Inappropriate Dress

- ◆ Sweats, jeans, tennis shoes, flop-flops, sandals

5. TICKETS

- Each student will be provided up to **3** tickets depending on number of participants
- Students will receive tickets by **Wednesday, May 15th, 2018**. Tickets not picked up by May 21st will be distributed to students who have requested extra tickets.
- Request for extra tickets can be made in writing to instructor. If tickets are available, they will be distributed beginning **Monday, May 20th**.

PARKING LOT INFORMATION

Fort Hayes has three designated parking lots available to accommodate our guests for the completion ceremonies:

Health Center Parking Lot

Located behind the **Health Building** on the north east side of campus
(Accessible from both Jack Gibbs Blvd and Cleveland Ave)

Shot Tower Parking Lot

Located in front of the Shot Tower on the south side of campus
(Accessible from Jack Gibbs Blvd)

Construction Arts Building East Parking Lot

Located on the east side of the Construction Arts and Performing Arts Center
(Accessible from Jack Gibbs Blvd)

