

MVCTC Senior Recognition Ceremony

Information for MVCTC Seniors and Parents

**May 18, 2012
7:00 p.m.
WSU Nutter Center**

Requirements: Every student completing a program at MVCTC will receive a Career Passport. To participate in the Senior Recognition Ceremony however, students must meet the standards listed below. Students not meeting these criteria may not participate in Senior Recognition Ceremony and will not receive a Certificate of Recognition.

Performance Criteria		Certificate of Recognition	Certificate of Recognition with Honors	Deadline
Total Absences	2 year students	25 days or less	11 days or less	May 11
	1 year students	12.5 days or less	5.5 days or less	
GPA		1.50 or higher	3.250 or higher	May 11
Sr. Work Experience		30 hours community service or job placement	30 hours community service or job placement	April 27
Fees Paid -				May 11

Process:

- Any senior that does not meet / is in jeopardy of not meeting above criteria will be notified in writing following the completion of the 3rd grading period (March 23, 2012).
- Following receipt of this letter, it will be up to the student to
 - a.) Submit an appeal (information below) to their Building Principal and/or
 - b.) Monitor criteria to ensure the student remains on-track to participate in Sr. Recognition Ceremony and receive Certificate of Recognition.

Appeals: Seniors not meeting criteria may appeal by submitting a letter of appeal to the Building Principal prior to **April 4, 2012**. The appeal letter should contain information/reasons for not meeting criteria. If an appeal is granted by the Building Principal, the student will be permitted to participate in the Senior Recognition Ceremony, however, they will receive a Career Technical Student Organization certificate instead of a Certificate of Recognition. Appeals that are granted are contingent upon no further criteria deficiencies occurring after the appeal has been granted – additional requirements may be assigned for students to re-gain eligibility to participate in ceremony.

Students Not Eligible to participate in Sr. Recognition Ceremony: Students who do not meet above criteria will receive a Career Technical Student Organization certificate instead of a Certificate of Recognition and may secure their passports from through their program supervisor's office starting on May 21, 2012.

Arrival: Doors will open at **6:15 p.m.** The ceremony will begin promptly at **7:00 p.m.**

Parking and Directions (Map Attached): Students, parents, and guests should park in **Lot #1** or **Lot #2** and enter the gates nearest these lots (Gate 4 is handicap accessible). **Please do not use Lot 9/ Gate 9 as entry at this point leads to congestion at elevators.**

Parents: Upon entering, student ushers will have maps and can assist you in locating seats close to where the graduate will be seated. To assist you, they will need to know the name of the program in which the graduate is enrolled. There are no limits to the number of people who may attend, however seating is on a first-come, first served basis.

Graduates: For safety reasons, graduates may not put on robes until they arrive in the McLin Gym. Once you enter Nutter Center, student ushers will direct you to the McLin Gym where you will put on your gown. Staff will be available to ensure graduates meet dress requirements below before allowing you onto the floor.

Appropriate Dress:

1. In order to participate in the ceremonies, students must have an approved graduation robe (same robe that you will wear at your home school (for those graduating with their class). Students who will not be graduating at the home school must see their CTC counselor to arrange for a robe for Senior Recognition. Graduation caps are not worn at MVCTC Senior Recognition Ceremony.
2. The Senior Recognition ceremony is a “dress up” event. The dress code is as follows:
 - a. Attire for male students: Males should wear dress pants, dress shoes and socks, and collared shirt. No blue jeans or shorts!
 - c. Attire for female students: Females should wear skirt and blouse, dress or pants, and appropriate dress shoes.
 - d. Students may not decorate or deface their robes in any manner.
 - e. Students who have received honor cords from National Honor Society and/or the National Technical Honor Society are to wear them as prescribed by their advisor and principal.

Courtesy Guidelines:

1. All participants are asked to show respect for their fellow classmates and guests.
2. All participants are to be seated in their designated place with their instructor(s).
3. Students are to remain seated until the ceremony is completed.
4. No one may leave without a pass from a principal.
5. Only participants, faculty, and ushers are permitted in the floor seating area. Parents, family, and friends are asked to be seated in the seats surrounding the floor.
6. Wright State University and MVCTC procedures do not permit the use of horns, noisemakers, balloons, beach balls, confetti, silly string, etc. during the ceremony. Please assist both institutions in making the Senior Recognition ceremonies a very special occasion by refraining from bringing these types of items. WSU Security officers may confiscate these items.
7. Instructors may distribute Scholarships and Special Awards after the close of the exercises.

Other: Seniors wishing to purchase a DVD copy of the Senior Recognition Ceremony may contact Mr. Sievers by calling 854-6260.