



EVERGREEN  
VALLEY  
COLLEGE

2024

# GRADUATION GUIDE





# EVERGREEN VALLEY COLLEGE

3095 Yerba Buena Road, San Jose CA, 95135

Dear Class of 2024,

It is our distinct honor, on behalf of the San José Evergreen Community College District Board of Trustees, Interim Chancellor Dr. Beatriz Chaidez, Interim President Dr. Denise Noldon, and the Evergreen Valley College faculty, classified professionals, and administrators, to invite you to participate in the 2024 Evergreen Valley College Commencement. We want to celebrate your joyous achievement of accomplishing one of life's significant triumphs, becoming a college graduate.

Our hearts are full of pride as we think of all the hard work and perseverance you've exhibited to achieve this milestone, including completing your studies amid a global pandemic for many of you. Your determination to succeed, regardless of challenges, is the manifestation of your dreams and those of your loved ones.

We do not doubt that the fortitude you demonstrated here at Evergreen will continue to move you forward into the future. Whether transferring to a four-year university, securing a life-sustaining career, or being in a better position to care for your family, we look forward to seeing the great things you will do in your life and the lives of our community!

Every Good Wish,

Evergreen Valley College



*Congratulations  
Class of 2024*

EVERGREEN VALLEY COLLEGE  
2024 COMMENCEMENT



FRIDAY, MAY 24, 2024  
6:00 PM

EVERGREEN VALLEY COLLEGE  
SOCCER STADIUM  
3095 YERBA BUENA ROAD  
SAN JOSE, CA 95135



## DATES TO REMEMBER

February 13, 2024

### **GRAD FAIR DAY**

11:00am - 2:00 pm inside of Gullo II

Join us to learn more about the graduation process, schedule your graduation petition appointment, meet representatives from Herff Jones, and receive a grad gift.

February 21, 2024

### **GRAD FAIR DAY**

2:00pm - 4:00 pm inside of Gullo II

Join us to learn more about the graduation process, schedule your graduation petition appointment, meet representatives from Herff Jones, and receive a grad gift.

February 21, 2024

### **LAST DAY TO PRE-ORDER CAP AND GOWN FOR EARLY PICK UP**

Pre-Order ends at 8:59 pm PST. You can pre-order your Cap and Gown for early pickup by visiting Grad Fair or by placing your order online on the Herff Jones website:

[http://colleges.herffjones.com/college/\\_evc/](http://colleges.herffjones.com/college/_evc/)

Early pick-up on pre-ordered items begin April 1, 2024.

March 22, 2024

### **LAST DAY TO SUBMIT GRADUATION PETITIONS**

Visit the Counseling Office for your appointments located in SC-250 or call (408) 270-6475 for more information.

March 22, 2024

### **ADT TRANSFER DEGREE GRADUATION PETITION FOR SPRING/SUMMER 2023 DUE IN THE OFFICE OF ADMISSIONS AND RECORDS**



## DATES TO REMEMBER

March 29, 2024

### **LAST DAY TO PRE-ORDER CAP AND GOWNS FOR ON CAMPUS PICKUP**

Pre-Order ends at 8:59 pm. PST. Pickup for Cap and Gowns begins May 1, 2024, inside the EVC Bookstore. Visit the Herff Jones website to order:

[http://colleges.herffjones.com/college/\\_evc/](http://colleges.herffjones.com/college/_evc/)

April 23, 2024

### **DEADLINE TO ORDER CAP AND GOWNS FOR REGULAR SHIPMENT TO YOUR HOME**

The fee to ship to your home is \$14.90

May 9, 2024

### **DEADLINE TO ORDER CAP AND GOWNS FOR EXPRESS SHIPMENT TO YOUR HOME**

This is the last date to place an express order to have your cap and gown shipped to your home in time for the commencement ceremony. An express shipment fee will apply. After this date, limited cap and gowns will be available for purchase inside of the EVC Bookstore.

May 12, 2024

### **LAST DAY TO RSVP FOR COMMENCEMENT**

Students must RSVP by this date to participate in the Commencement Ceremony on Friday, May 24, 2024. Check your email for your personalized invitation to RSVP at:

<http://evc.marchingorder.com/>

May 23, 2024

### **GRADUATION PRACTICE**

EVC Soccer Stadium @ 4:00pm

May 24, 2024

### **COMMENCEMENT DAY**

EVC Soccer Stadium

4:00 p.m.- Graduate Check-In Opens

5:45 p.m.- Graduate Line Up Begins

6:00 p.m- Graduation Starts

# Key Information

## GRAD FAIR DAY

Students are encouraged to attend the Grad Fair Day on February 13 and February 21, 2024. This will be an opportunity to learn about the graduation process, schedule your graduation petition appointment, pick up your grad gift, and save money on graduation items! Students who order during Grad Fair, will save on shipping costs and can order discounted Grad Packs with the Herff Jones representative. Students who pre-order their items by February 21, 2024, will receive their items in April.

## HONOR CORDS AND TASSELS

Every year the Associated Student Government purchases gold chords and tassels for students graduating with honors. This list of students is verified and provided by Admissions and Records. Students graduating within the following three Honors Distinctions will receive a FREE cord and tassel to wear during the graduation ceremony, courtesy of the Associated Student Government:

1. CUM LAUDE (3.50-3.74)
2. MAGNA CUM LAUDE (3.75-3.99)
3. SUMMA CUM LAUDE (4.00)

Students with a cumulative GPA that falls in one of the three above categories will receive an email notification. You will be able to pick up your cords and tassel during grad practice or during check-in on the day of graduation.

## CAP & GOWN PICK UP

Students who pre-order their Cap and Gowns before the March 29th deadline will receive an email notification from the EVC Bookstore when their package has arrived. If you do not pre-order your Cap and Gown you will be able to purchase these items for to be shipped to your home via the Herff Jones website until Tuesday, April 23, 2024 or inside of the EVC Bookstore beginning the second week of May. Please be sure to check your email for updates related to Cap and Gown availability. If you are in a Special Academic Program (i.e. EOPS), please check with your program to see if a Cap & Gown will be provided to you **BEFORE** purchasing your Cap & Gown.



## COVID-19 PRECAUTIONS FOR GRADUATES AND GUESTS

EVC strongly recommends that all graduates and guests attending the 2024 Commencement ceremony be up to date with their COVID-19 vaccinations and boosters, if eligible. COVID-19 vaccines remain the best public health measure to protect people from the virus, slow transmission, and reduce the likelihood of new variants emerging. EVC cannot guarantee that all guests and employees at graduation are fully vaccinated. If you or your guests feel sick before the commencement ceremony, please be sure to take a COVID-19 test before attending.

## COMMUNICATION & GRAD UPDATES

All information and updates related to graduation will be available online through the Graduation 2024 tab on the EVC Homepage, on EVC Student Life Social Media Pages, and via email. Please be sure to follow us on Instagram and check your email regularly to ensure you do not miss important reminders and updates. If you are not receiving email notifications please contact the Office of Student Life: by email at [studentlife@evc.edu](mailto:studentlife@evc.edu).

## STUDENT COMMENCEMENT SPEAKER & NATIONAL ANTHEM SINGER

An invitation will be sent to students graduating with a 4.0 to audition to be the student commencement speaker. Auditions for the National Anthem singer are open to all graduating students and will be hosted in April. Both the Student Commencement Speaker and National Anthem singer will be seated on the stage during the ceremony and must participate in the graduation walk-through ahead of time.

jk

## RSVP AND GRADUATION TICKETS

Students must RSVP before the May 12, 2024 deadline in order to be able to participate in the commencement ceremony. No exceptions. Students must RSVP through MarchingOrder. You can access the EVC Marching Order page through the Graduation tab on the EVC Homepage or by accessing the email sent to your email address on file. Emails are sent once a week following your Graduation Petition Appointment.

Tickets and Wristbands are required to attend the graduation ceremony. Each graduate will receive 8 tickets. Should more tickets become available, an allotment window will open up through MarchingOrder on Friday, May 17th. Each eligible graduate will be able to request up to an additional four tickets, first come- first served, should they be available.



# Cap & Gown Information

## CAP & GOWN ATTIRE

Your cap and gown is black with green lining. Make sure you wear complementary colors under your gown as there is a slight "V" neckline in the gowns and a portion of your shirt will show. Also, the bottom of your legs and feet are visible, so wear appropriate shoes.

Caps are worn on the top of the head, not tilted off the back or side. Hairpins will help secure your cap in place and will be provided during check-in, if needed. Students are allowed to decorate caps, so long as the decorations are appropriate.

Your tassels should be worn on the right front-side of the cap until you are told to move them to the other side during the commencement ceremony.

The only accessories allowed over your gown are Phi Theta Kappa stoles/cords, honors cords, student leadership stoles/cords, purchased EVC stoles and/or personalized heritage stoles. See the Office of Student Life for more details.

## ORDERING YOUR CAP & GOWN

Students can pre-order with shipment to the EVC Bookstore before 8:59 pm PST on March 29, 2024. Pick-up of pre-ordered Cap and Gown orders will occur beginning the first week of May. Students who do not pre-order their Cap and Gown can still purchase their cap and gown directly from the EVC Bookstore beginning in May. Graduates also have the option to order their cap and gown for direct delivery to their homes. The deadline to order your cap and gown with shipping to your home is Tuesday, April 23, 2024, at 8:59 pm. The shipping cost is \$14.90. To pre-order your cap and gown and other graduation items, such as announcements and class rings. Please visit the Herff Jones Website at:

[http://colleges.herffjones.com/college/\\_evc](http://colleges.herffjones.com/college/_evc)

If you are in a Special Academic Program (i.e. EOPS), please check with your program to see if a Cap & Gown will be provided to you **BEFORE** purchasing your Cap & Gown.

If you are a student facing financial hardship and need assistance purchasing your cap and gown, please email [fresh@evc.edu](mailto:fresh@evc.edu).J.fre





# Graduation Day Parking

Parking Lot 9 will be reserved and available ONLY for graduates and for graduate drop-off between 4:00 p.m.-5:30 p.m. All other parking lots will be open and free of charge for the graduation commencement ceremony.

Friends and family of graduates may enter at either the San Felipe Rd campus entrance or the Yerba Road campus entrance to access available parking lots. The closest parking lots to the event are Student Parking Lots 4, 3, & 2. ADA-accessible parking is available in Lot 4A and Lots 5 and 6. The closest ADA parking lot to the event location will be Lot 4A. For those needing additional assistance, Golf Cart Shuttles will be available for those parking in Student Parking Lot 6 & 7 from 5:00 p.m.-5:30 p.m.

The gate to the stadium will open at 4:00 pm. The Graduate lineup begins at 5:45 pm at which time we will close the entrance of the stadium for all guests. Guests will not be permitted into the stadium until after the procession into the stadium has ended. As such, we encourage guests to arrive early to find parking and seating.



# Graduation Seating

The EVC Soccer Stadium will have two areas available for seating; field seating and seating in the bleachers. There will be a limited number of seats available on the field, as field seats will be reserved for graduates and faculty ONLY. The remaining seats will be available to all ticketed guests.

**Please note:** A barrier will be used to separate graduates from guests to ensure the safety and flow of the event. Guests will not be able to come close to the stage to take pictures during the ceremony. Nor will guests be permitted to come up to the barriers in place.

After the field seats have been filled, guests of graduates will be able to sit in the remaining bleacher sections. **For the safety and flow of the event, all graduates and guests must remain seated until the completion of the ceremony.**

Gates will open at 4:00 pm. We encourage guests to arrive early for optimal seating. The commencement will begin promptly at 6:00 pm. No guests will be let into the stadium until the commencement party has fully entered the stadium. Should your guests arrive late, there will be volunteers and ushers available to assist guests in finding seating after all graduates have entered the stadium.

If you require ADA seating, please contact the Director of Student Development & Activities, [raniyah.johnson@evc.edu](mailto:raniyah.johnson@evc.edu) no later than **Friday, May 17th** to reserve these seats.



# Before the Ceremony

There will be an opportunity for graduates to participate in a practice ceremony. Graduates have the option to attend the practice ceremony the day before graduation on **Thursday, May 23rd at 4:00 pm.**

You may register for grad practice on the [MarchingOrder Website](#) or by emailing [studentlife@evc.edu](mailto:studentlife@evc.edu).

Professional photographers from GradImages will be present during the entire commencement.

Check-in begins at 4:00 pm and Commencement line-up begins promptly at 5:45 p.m. Graduates who are late may not be able to participate in the ceremony. Please arrive no later than 5:30 p.m. to ensure you have plenty of time for photos with friends and the check-in process before line-up begins. Students arriving after 5:45 pm may not be able to join in the ceremony.

A ceremony program will be provided to you at your seat in the stadium. Programs will be available to all guests as they enter the stadium, limited to one per family.

You will not be allowed to carry anything with you during the processional except a small clutch and the name card you receive when you arrive. The name card will be used to announce your name as you walk across the stage. Please fill it out during check-in. If you have a concern about the correct pronunciation of your name, speak with the Director of Student Development before the ceremony.

For your safety, please ensure that you wear comfortable shoes as you will be standing for a total of one to two hours before and during the actual ceremony. Stiletto heels are prohibited.



# During the Ceremony

We will begin the ceremony with a processional promptly at 6 p.m. Students will lead the processional, followed by faculty. Staff will provide direction to you throughout the evening. Please make sure you silence your cell phone before the procession begins.

Walk slowly down the aisle, one arm's length behind the person in front of you. When you reach your seat, face the podium and remain standing until you are told to be seated.

**Please note:** If ADA Accommodations are needed, please contact the Office of Student Life by **Friday, May 17th**.

Your picture will be taken twice: once when you are shaking hands with the president or chancellor and again as you exit the stage.

After the conferring of degrees, you will be told when to stand for the recessional. The platform party will guide you out of the stadium to where a post-graduation reception will be held in the grass area. Here you will be able to reconnect with your guests.

**Please note:** Your actual degree/certificate is not processed until all grades have been posted. Admissions & Records will e-mail you when your diploma or certificate is available to be picked up. This usually occurs in late summer/early fall.

The ceremony lasts approximately 1.5 hrs.

Please have all needs taken care of before the ceremony and plan to attend the entire time. Diploma covers will not be conferred until the end. Graduates must remain until the completion of the ceremony.



# JOIN SJECCD'S ALUMNI ASSOCIATION


You're joining the ranks of thousands of others who have completed degree and certificate programs at EVC. Since 1975, we've been educating and training San Jose's workforce. Now, you join them as another elite alum of San Jose's premier educational institution.


We're excited to see where your degree or certificate from EVC takes you from here. We hope that you'll keep in touch with us.

To become an official member of our Alumni Association, email:  
[EVCAumni@evc.edu](mailto:EVCAumni@evc.edu).

Stay Connected with EVC:

 @evcstudentlife & @evergreenvalleycc

 @EvergreenValleyCollege

 @evergreen-valley-college





# EVERGREEN VALLEY COLLEGE

## 2024 EVC GRADUATION

# CHECKLIST

- Attend Grad Fair Day
- Schedule Graduation Petition Appointment
- Order Cap and Gown (check this guide book for key dates)
- RSVP for Graduation
- Submit Information for Graduation Slide Show on Marching Order
- Request Graduation Tickets
- Attend Practice Graduation on Thursday, May 23rd
- Arrive for your Big Day on Friday, May 24th



EVC GRAD 2024



EVC GRAD 2024

NOTES:



For questions please email the Office of Student Life:  
[studentlife@evc.edu](mailto:studentlife@evc.edu)