

COMMENCEMENT NEWSLETTER - 2010

CARNEGIE'S 63rd ANNUAL COMMENCEMENT EXERCISES will be held on **Sunday, September 12th at 2:00 PM, TROY ATHENS High School AUDITORIUM, 4333 John R, Troy** - between Wattles and Long Lake. Refer to the enclosed **map on page 5** for directions.

On this special day, the scholastic achievements of our graduating Class of 2010 will be publicly acknowledged. Special guests, school officials and members of our faculty will participate in the exercises.

THIS DAY has been **PLANNED FOR YOU...AND BELONGS TO YOU** and your **FAMILY!** Capture the spirit of the occasion by offering your full cooperation and participation. 100% attendance is expected.

Instruction will be provided by Carnegie faculty and staff at Troy Athens Auditorium prior to the start of the ceremony.

1. Please be **PUNCTUAL**.
2. **ARRIVE** at the auditorium by 12:45 PM. Doors will be open to parents and guests at 1:00 PM.
3. Be dressed appropriately:
 - a. Wear a clean, white uniform.
 - b. Wear white stockings and clean clinical shoes.
 - c. PLEASE...no excessive jewelry.
 - d. Hair must be up, off the collar.
4. Graduating males should wear dark dress pants, a shirt, tie and a lab coat.
5. Graduates are requested to assemble in the cafeteria to await instructions from the faculty and staff.
6. Please pay close attention when instructions are given for marching order into the auditorium, seating arrangements and on-stage protocol.
7. Make arrangements prior to the start of the Commencement Ceremony to secure your personal belongings, i.e. purse, cell phone, as graduates entering the auditorium are free from carrying any items.
8. Please do not chew gum during the ceremony.

INFORMATION TO REMEMBER

- * The **COMMENCEMENT CEREMONY** lasts approximately 90 minutes. If at all possible, we are asking that you limit your guests to adults or young adults. Infants and small children find this length of time too long to remain quiet.

- * **COMMENCEMENT EXERCISES BEGIN PROMPTLY AT 2:00 PM.**

- * Convenient **PARKING** may be found in the back of the school, near the football field. Either enter by way of the entrance off Wattles, which leads directly to the back of the school near the auditorium or enter off of John R and continue to the back of the school.

- * **COMPLIMENTARY ANNOUNCEMENTS** for Commencement Exercises are being provided as a special service to our graduates. This is our way of recognizing your educational achievements at Carnegie Institute. Please accept these announcements with our best wishes for your future, and share the good news of your professional accomplishments with your family and friends.

- * **DIPLOMAS WILL BE MAILED** to graduates who have successfully completed Carnegie training, Clinical/Externship requirements, and satisfied all indebtedness to the school. The following additional stipulations apply:
 1. Graduates from all our Allied Health Programs are required to complete and submit Clinical/Externship paperwork as outlined in our Externship Policy guidelines. A medical employer's Final Evaluation of the student's Clinical/Externship proficiency must be received by the school office before a diploma can be issued.

 2. Students with excessive absenteeism will be required to complete one additional hour of externship for each hour missed. The diploma will be withheld pending receipt of a satisfactory externship evaluation.

CARNEGIE INSTITUTE

63rd ANNUAL COMMENCEMENT EXERCISES

Sunday, September 12th at 2:00 PM

TROY ATHENS High School AUDITORIUM

4333 John R - between Wattles and Long Lake (18 Mile) west of John R