



**CONGRATULATIONS CLASS OF 2022!** You have completed your graduation requirements! We are very proud of you and look forward to recognizing and celebrating your accomplishment with your fellow graduates on May 23!

### **Commencement Information and Schedule of Activities**

**Monday, May 23, 2022, at 3:30 PM**  
**Kennesaw State University**  
**Convocation Center**

#### **LOCATION OF VENUE AND DIRECTIONS**

The Convocation Center is located on the Kennesaw campus of Kennesaw State University at the intersection of I-75 and Chastain Road. From I-75, exit at Chastain Road (Exit 271) and turn west. Go to the first traffic light past the I-75 ramps and turn right onto Frey Road for graduate or guest parking. For accessible and special assistance parking, continue to the second traffic light and turn right on Kennesaw State University Road. Additional approach information and alternate routes are available on the district website at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

#### **COMMENCEMENT TICKETS**

- All guests attending commencement, including babies and small children, will need a ticket to enter the venue.
- Each graduate will be allotted TEN (10) tickets for family members and guests.
- Tickets will not be provided to students who do not participate in the ceremony.
- Ticket distribution will take place at Cobb Horizon High School on May 19 immediately following the commencement rehearsal at Cobb Horizon High School. All tickets will be distributed at this time.

#### **SENIOR CLEARANCE**

- All laptop computers or any other materials owed to the school must be cleared by Thursday, May 19, 2022.
- All students must be cleared prior to rehearsal.
- Students with outstanding items will be prohibited from participating in the commencement ceremony.

#### **FINAL EXAMS**

- May 16, 2022 – 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Block
- May 17, 2022 – 1<sup>st</sup> and 2<sup>nd</sup> Block

## COMMENCEMENT PRACTICE

- Rehearsal for commencement will be conducted at Cobb Horizon High School on Thursday, May 19. All commencement information will be shared at this time.
  - Attendance is mandatory for the rehearsal.
  - Cobb Horizon Students – 9:30 am – 11:30 am
  - COLA Students – 1 pm – 3 pm
  - Immediately following the rehearsal, graduates will pick up Cap/Gown/Tassel and TEN (10) tickets per graduate.
- All policies, rules, and regulations of Cobb County School District and Cobb Horizon High School will be enforced during the rehearsal.

## COMMENCEMENT ATTIRE

The following dress for graduates is expected for student participation in the ceremony:

- Each student must have a current commencement gown with a matching mortarboard and tassel.
- Caps and Gowns can be purchased through March 1 on the Cobb Horizon High School website located under the Commencement Information tab. The cost is \$40 and can be paid via payment plus. **For orders after March 1**, contact Ms. Baker at 678-594-8130 or [kathie.baker@cobbk12.org](mailto:kathie.baker@cobbk12.org).
- Gentlemen
  - Dark pants, dark shoes, and dark socks
  - White collared dress shirt and tie
- Ladies
  - FLIP-FLOPS are not allowed. Spiked heels are strongly discouraged. Dark pumps or shoes with straps (no sequins or other embellishments) are recommended.
  - Simple, small jewelry
  - Dark dress that is shorter than the gown OR dark dress pants (no capris or shorts); shirt collars should not show.
- Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the cap in place. Tassels are to be worn on the RIGHT side of the mortarboard during the ceremony. DECORATING THE MORTARBOARD IS PROHIBITED.
- To ensure the decorum of the ceremony and to provide consistency among schools, alterations to the mortarboard and gown will not be permitted. Graduates may only wear stoles, cords, and other insignia authorized by the school.
- All honors cords will be given directly to qualifying students during graduation ticket distribution.

## COMMENCEMENT DAY

- Monday, May 23, 3:30 PM – Kennesaw State University Convocation Center
- Graduates need to arrive at KSU with their cap, gown, and tassel and report to the Carmichael Student Center (CSC) by 2:00 PM for check-in and line-up.
- Doors will open at 2:45 PM for guests. A designated door will open at 2:30 pm for guests with disabilities and guests requiring individualized assistance.
- Individuals requiring a wheelchair must provide their own.
- Guests will not be allowed in the graduate seating area.
- Following the ceremony, graduates will immediately proceed to the Campus Green for the cap toss.

## PARKING

- **KSU charges a \$10.00 parking fee per car.** Be prepared to pay with cash. Please bring exact change to enter the lot quickly and keep traffic moving.
- **Graduates** are to park in the Central Parking Deck. Graduates should be encouraged to bring/wear comfortable shoes for walking from the Central Parking Deck to the Carmichael Student Center (CSC) and the Convocation Center (CC).
- **Guests** will park in the East Parking Deck and the East Economy Lot (across Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck.
- **Guests with disabilities and elderly guests needing individualized assistance** should park in either Lot A or Lot B (as designated on the campus map). Golf carts will run continuously to convey guests to and from the Convocation Center.

## DIPLOMA DISTRIBUTION

Diplomas will be available for pick up at Cobb Horizon High School between 9 am and 3 pm on Tuesdays, Wednesdays, and Thursdays starting May 24.

## COMMENCEMENT PHOTOS

- Guests are to remain in their seats throughout the commencement ceremony. Only hand-held cameras that do not block the view of other guests may be used.
- Guests may not walk into the aisles to take photographs.
- We have arranged for *Cady Studios* to take an individual photograph of each graduate. *Cady Studios* will mail each graduate a proof of this “diploma” photo and ordering information.

## VIDEOGRAPHY & DVD SALES

- DVD sales will be made available online on the district graduation page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).
- CCSD will provide a live webcast of the commencement ceremony which will be publicly available via the school district website ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

## FLOWER/GIFT SALES

Flowers and other graduation gifts will be available for purchase in the Atrium (lobby) and outside the venue both before and after the ceremony.

## BAG CHECK

**In accordance with KSU requirements, all persons entering the Convocation Center MUST submit all bags and packages for inspection by public safety personnel. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.**

## PROHIBITED ITEMS

Any object which obscures the view or impacts the safety of others is not allowed in any district managed venue. A complete list of prohibited items is available on the district graduation web page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

## GENERAL INFORMATION

- All guests attending commencement, including babies and small children, will need a ticket to enter the venue.
- Participation in the commencement ceremony is optional and a privilege. Students must meet all expectations and requirements to participate in the commencement ceremony.
- Restitution for any damage to the venue, district property, or vendor property will be the responsibility of the graduate(s) and/or audience who cause the damage.
- Students are identified as honor graduates if they have a minimum, unrounded 3.500 GPA.
- The School Counseling Office will be closed May 17 – 19, so counselors can verify graduation status for all seniors. A school counselor will contact you if there are any problems with final grades. Students can communicate on an individual basis with their counselor as needed.
- Seniors will need to request a final transcript if they are planning to attend college. Final transcripts are NOT mailed automatically – students must request that one be sent. The cost is \$2.00 per transcript request. This may be done any day between May 1 and May 16.
- If you have any questions, please contact:
  - Sherri Gilliam (Graduation Administrator) [sherri.gilliam@cobbk12.org](mailto:sherri.gilliam@cobbk12.org)
  - Mandy Mooney (School Counseling) [mandy.mooney@cobbk12.org](mailto:mandy.mooney@cobbk12.org)



**COBB HORIZON HIGH SCHOOL**  
**Class of 2022**  
**IMPORTANT DATES**

DAY	DATE	EVENT
Monday	May 16	Senior Exams - 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Block
Tuesday	May 17	Senior Exams - 1 <sup>st</sup> and 2 <sup>nd</sup> Block
Tuesday	May 17	School Counseling Office closed
Wednesday	May 18	School Counseling Office closed
Thursday	May 19	School Counseling Office closed
Thursday	May 19	Deadline for returning all CCSD materials. This includes (but is not limited to) textbooks, laptop computers, and Media Center fines.
Thursday	May 19	Mandatory Commencement Rehearsal Graduates report to Cobb Horizon High School. Cap, Gown, and tickets will be distributed at the end of practice. Cobb Horizon Students – 9:30 am – 11:30 am COLA Students – 1 pm – 3 pm
Monday	May 23	Line-Up at KSU's Carmichael Student Center promptly at 2:00 PM. Come dressed for the ceremony as there will be no time to change into your commencement attire. Commencement at 3:30 pm at Kennesaw State University's Convocation Center
Tuesday	May 24	Diploma distribution from 9:00 am – 3:00 pm
Wednesday	May 25	Diploma distribution from 9:00 am – 3:00 pm
Thursday	May 26	Diploma distribution from 9:00 am – 3:00 pm

**For additional information and updates, please check the commencement page on the district web site: [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)**