

Los Angeles Trade-Technical College

Graduation 2008

“Education Today, Success Tomorrow”

Make this a memorable Graduation by participating in the Ceremony at the Los Angeles Convention Center.

**Thursday June 5, 2008
3:00 P.M.**

Los Angeles Convention Center-Hall B
1201 South Figueroa Street
Los Angeles, CA 90015

LOS ANGELES TRADE TECHNICAL COLLEGE
INSTRUCTIONS TO CANDIDATES FOR
GRADUATION

EVENTS TO REMEMBER
Thursday, June 5th 2008

GRADUATION BREAKFAST
9:30 a.m. to 11:00 a.m. – LATTC Cafeteria

FACULTY RECEPTION
11:00 a.m. – 12:00 p.m. – LATTC Garden Room

GRADUATION RECEPTION
12:00 p.m. – 1:00 p.m. – LATTC Steven's Square

**TRAVEL TO CONVENTION CENTER
(GOWNING & TRAVEL)**
1:00 p.m.-2:00 p.m.

GRADUATION LINE-UP
2:00 p.m. to 3:00 p.m.-Foyer, LA Convention Center

GRADUATION CEREMONY
3:00 p.m. – Los Angeles Convention Center

IMPORTANT GRADUATION INFORMATION

1. CAP & GOWN:

You may purchase your cap and gown in the Bookstore, "K" Building, 1st Floor or through Trade-Tech website, <http://www.lattc.edu/lattc/graduation/index.htm> beginning **May 5, 2008**.

Cap and Gown Sales will continue through Graduation Day.

2. GRADUATION INVITATIONS/ANNOUNCEMENTS:

Customized graduation announcements may be purchased in the through the graduation link on Trade-Tech website beginning March 24, 2008. Generic announcements will be available for purchase in the bookstore on April 7, 2008.

3. CLASS RINGS:

The order form for class rings is available in the Bookstore. The company Academic & Gown is periodically having representatives on campus (K-Mall) for ordering.

Class ring vendors will be available in the K-Mall during the Graduation Breakfast.

4. GRADUATION CEREMONY:

Tickets are not required. Guests, family and friends are welcomed to attend. The Los Angeles Convention Center does not allow balloons in the facility.

5. INDIVIDUAL GRADUATION PORTRAITS *Prices subject to change*

Tuesday May 20, 2008 through Thursday May 22, 2008 from 11:00 a.m. -7:00 p.m., graduates may have commemorative color portraits taken in C-105 by Hightower/Padilla Photography. Please call (213) 763-7205 to reserve a time for your picture taking. (Please note, cap and gowns will be available to use for photo shoot).

The following discount package is available for **\$25.00**: *tax included*

1 – 8 x 10
1 – 5 x 7
4 – wallets

You may pick up your pictures in C-105 on Monday May 26th from 9:00 a.m. to 6:00 p.m. or Tuesday May 27th from 1:00 p.m. to 9:00 p.m. Please consider having a fine portrait to commemorate your LATTC Graduation.

6. GRADUATION BREAKFAST:

On Thursday June 5, 2008 from 9:30-11:00 a.m. a breakfast will be given in honor of the graduates in the Cafeteria. This Breakfast is provided free of charge by the Associated Students Organization (ASO) and is coordinated by the Graduation Committee. One Breakfast ticket will be provided to participants when the Cap and Gown or tassel is picked up from the Bookstore. Breakfast tickets are NOT available for guests; it is for GRADUATES ONLY. **Be sure to purchase your Cap and Gown prior to the Breakfast.**

7. GRADUATION RECEPTION:

On Thursday June 5, 2008 from 12:00-1:00 p.m., there will be an informal reception with refreshments in Steven's Square. You and your family are cordially invited to take this opportunity to meet with faculty, staff, and administrators who wish to congratulate you on your educational success.

8. GRADUATION LINE-UP:

On Thursday June 5, 2008 from 2:00-3:00 p.m. graduates will assemble in the **Foyer of Hall B at the LA Convention Center** to the line up for the processional. Name cards will be given out for you to complete (for photo identification). **COME DRESSED IN YOUR CAP & GOWN** with the tassel on your right; it will be moved to the left by all graduates to signify your graduation.

9. PICTURE TAKING DURING GRADUATION CEREMONY

Taking **pictures in the aisles or in front of the stage will not be permitted** in the **Los Angeles Convention Center**. Your cooperation will be greatly appreciated, please tell your family and friends the rules, which are necessary for all of us to enjoy the graduation.

A professional photographer will be taking your picture as you go across the stage to receive your diploma or certificate. Here is how their program works:

- A. While the graduates are in line to enter the Convention Center for the graduation ceremony, they will receive a card to complete, which will be handed to the announcer when you walk on the stage.
- B. Chappell Studios will use this address form to mail your color proof to you after the graduation, so be sure to fill in the address where you want your photos sent. Please fill in Address Box and Description Box. Please **PRINT CLEARLY**, so that your name and address can be read easily.
- C. You will receive the color proof about one week after the ceremony. If you like the proof, you can then order photos. If you don't want to order you may keep the proof. There is no

obligation to purchase, and you will have the option of ordering enlargement packages at very reasonable prices.

- D. You will have approximately 10 days to order. If you order, your photos will arrive in 2 to 3 weeks from the date Chappell receives your order.
 - E. Your photos are satisfaction-guaranteed. If you don't like the quality of the photos you receive, return them for a full refund.
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10. PARKING & TRANSPORTATION:

The following options are available:

- a. FREE parking at Trade-Tech.
- b. \$12.00 parking per car at the LA Convention Center
- c. \$ 1.25 per person, one-way on the Metro Blue Line (see www.metro.net for planning)

GRADUATION PARTICIPATION FORM

IT IS IMPORTANT THAT YOU USE THIS FORM TO RESPOND

_____ I plan to participate in the Graduation Ceremony on June 5, 2008

_____ Number of Guests

_____ I will attend the Graduation Breakfast on Thursday, June 5, 2008

Please Print Clearly

Name: _____ Student ID #: _____ - _____ - _____
Last, First

IMPORTANT- PLEASE COMPLETE

- I PLAN TO TRANSFER TO A UNIVERSITY YES _____ NO _____
- IF YES, NAME OF UNIVERSITY _____ MAJOR: _____
- I WILL ENTER AS A: _____ SOPHOMORE (2nd YEAR STUDENT)
_____ JUNIOR (3rd YEAR STUDENT)
_____ OTHER

I WILL RECEIVE THE FOLLOWING DEGREE:

An Associate of Arts (A.A.) degree in _____

An Associate of Science (A.S.) Degree in _____

A certificate in _____

I AM OR HAVE BEEN AN EOPS STUDENT ____ YES NO ____

CONTACT INFORMATION:

NAME: _____ E-MAIL ADDRESS: _____

PHONE NUMBER: () _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____