

June 11, 2019 Commencement Exercises SMX-MoA, Function Room 5

Important Dates to Remember

DATE	ACTIVITY	SCHOOL	TIME	VENUE	AGENDA/NOTES
March 30, 2019 (Sat)	Graduation Orientation	Senior High School (ABM Strand)	07:30am-09:30am	MPH-1	<ol style="list-style-type: none"> 1. Tentative List of Candidates 2. Graduation Application Procedures <ol style="list-style-type: none"> a. Additional Ticket Reservations 3. Pre-graduation activities 4. Clearance Requirements and Procedures 5. Application for Special Awards 6. Commencement Exercises Reminders 7. Others: Graduation Fees, Graduation Photo and Video Coverage
		Senior High School (STEM Strand)	10:00am-12:00nn		
		College and Graduate School	01:00pm-03:00pm		
April 1 -13, 2019 (Mon - Sat)	Graduation Application	Senior High School, College and Graduate School	09:00am-05:00pm	Office of the Registrar	<ol style="list-style-type: none"> 1. Accomplish Graduation Application Online Form 2. Correction and Appeal on Tentative List of Candidates 3. Submission of Admission Credential Deficiencies
April 27, 2019 (Sat)	<i>Deadline:</i> Graduation Fee Payment	Senior High School	07:30am-05:00pm	Finance Office	<ol style="list-style-type: none"> 1. Payment of Graduation* and Yearbook Fees * <i>if attending</i>
May 7, 2019 (Tues)	<i>Deadline :</i> Application for Special Awards	College	n/a	Office of the Registrar	<ol style="list-style-type: none"> 1. Application of Portfolio for the Leadership and Community Service Award
May 8-9, 2019	Grades Consultation	Senior High School	07:30am-05:30pm		<i>See separate announcement</i>
May 11, 2019		College and Graduate School	07:30am-05:30pm		
May 14, 2019	Posting of Initial List of Candidates	Senior High School, College and Graduate School	n/a	<i>To be sent thru e-mail, posted on bulletin board and uploaded on Office of Registrar weblink.</i>	
May 14-17, 2019	Graduation Clearance	Senior High School	09:00am-05:00pm	<ol style="list-style-type: none"> 1. Accomplish "Academic Documents Request Form" available at the Office of the Registrar and secure clearances from the following : <ol style="list-style-type: none"> a. Alumni Office (APCRAA Membership) b. Building Administration c. Discipline Office (Good Moral) d. Finance Office e. Guidance Office (Exit Interview) f. Internship Office g. Library h. Publications Office (Yearbook) i. Registrar's Office j. SHS Director 2. Submit "Academic Documents Request Form" to the Office of the Registrar for the timely processing and release of Diploma and Form-137. <ul style="list-style-type: none"> • <i>Other document request (eg. Certificate of Completion, Copy of Grades, Certificate of Graduation, Good Moral) can be done on this date.</i> 	
May 20-24, 2019	Graduation Clearance	College and Graduate School	09:00am-05:00pm	<ol style="list-style-type: none"> 1. Accomplish "Academic Documents Request Form" available at the Office of the Registrar and secure clearances from the following : 	

				<ul style="list-style-type: none"> a. Alumni Office (APCRAA Membership) b. Building Administration c. Discipline Office (Good Moral) d. Finance Office e. Guidance Office (Exit Interview) f. Internship Office g. Library h. Publications Office (Yearbook) i. Registrar's Office j. Executive Director (Graduate School only) <p>2. Submit "Academic Documents Request Form" to the Office of the Registrar for the timely processing and release of Diploma and TOR.</p> <ul style="list-style-type: none"> • Other document request (eg. Certificate of Completion, Copy of Grades, Certificate of Graduation, Good Moral) can be done on this date. 	
May 27, 2019 (Mon)	Posting of Final List of Candidates and Latin Honors	Senior High School, College and Graduate School	n/a	To be sent thru e-mail, posted on bulletin board and uploaded on Office of Registrar weblink.	
May 28, 2019 (Tues)	Meet the Executive Director	College	SoE : 08:00am-10:00am	Room 806	Exit Session with Executive Director
			SoM : 09:00am-10:00am	MPH-1	
			SoMA : 10:00am-12:00nn	MPH-1	
	Graduation Rehearsal	Senior High School	12:00nn-02:30pm	SMX-MoA Function Room 1	1. Graduation Ceremony Practice 2. Graduate List Slideshow Checking 3. Distribution of Graduation Primer and Recognition Rites invitation (SHS)
College and Graduate School		03:00pm-05:30pm			
June 1, 2019 (Sat)	Distribution of Toga and Graduation Kit	Senior High School	07:00am-08:00am (STEM 171 to STEM 176)	MPH-1	1. Releasing of APC Pin, Toga Gown and Graduation Cap 2. Distribution of Graduation Program 3. Releasing of Graduation Tickets for Guests
			08:00am-09:00am (STEM177 to STEM179, ABM171 to ABM174, Others)		
	Baccalaureate Mass		09:30-10:30am	St Alphonsus Mary de Ligouri Parish, Magallanes, Makati	Thanksgiving Mass for Graduates and Parents
	Recognition Rites		11:00am-12:30pm	Auditorium	Recognition ceremonies for SHS Academic and Special Awardees.
June 8, 2019 (Sat)	Releasing of Toga and Graduation Kit	College and Graduate School	07:00am-08:00am (SoMA and SoM)	MPH-1	1. Releasing of APC Pin, Toga Gown, and Graduation Cap and Hood 2. Distribution of Graduation Program 3. Releasing of Graduation Tickets for Guests
			08:00am-09:00am (SoCIT, SoE, ACT, GS)		

	Baccalaureate Mass		09:30am-10:30am	St Alphonsus Mary de Ligouri Parish, Magallanes, Makati	Thanksgiving Mass for Graduates and Parents
	Meet the Executive Director	College (SoCIT)	11:00am-11:20am	MPH-1	Exit Session with Executive Director
June 11, 2019 (Tues)	Commencement Exercises	Senior High School	Assembly/Marching : 08:30am-9:00am Program Proper: 09:00am-11:30am	SMX –MoA Function Room 5	<i>Refer to Graduation Primer (to be distributed during Rehearsal)</i>
		College and Graduate School	Assembly/Marching : 02:30pm-3:00pm Program Proper: 03:00pm-05:30pm		
June 15, 2019 (Sat)	Returning of Toga	Senior High School	09:00am-12:00nn	MPH-1	1. Return of Toga Gown, Graduation Cap and Hood
		College and Graduate School	01:00pm-04:00pm		
August 24, 2019 (Sat)	Tentative Date of TOR/Diploma Release (College and GS)				Check APC FB and e-mail for announcements.
January 2020	Tentative Date of F-137/Diploma Release (Senior High School)				Check APC FB and e-mail for announcements.

- For more information and graduation updates, visit :
https://www.apc.edu.ph/graduation_orientation
<https://www.apc.edu.ph/registrar>

Definition of Terms:

- **Graduation :** Completion of academic requirements (all courses with passing grade), admission credentials (eg. F-137, Honorable Dismissal and TOR for transferees), and are cleared from both academic and non-academic clearance issues.
- **Commencement Exercises:** Formal ceremonies of degree and titles conferment
- **Recognition Rites :** Academic awarding ceremonies for SHS honor graduates.

A. Graduation Orientation

- Required for Term 2 and Term 3 graduation candidates.
- Extra ticket reservations will be done onsite. Those who failed to attend will not be allowed to request for extra guest tickets.
- Each graduate is entitled for two (2) Blue tickets for 2 guests. Latin Honors and Special Awardees are granted four (4) tickets (2 Gold and 2 Blue).
 - Gold Ticket : Front row of Guest Seats;
 - Blue Ticket : Free Seating
- Deferment of commencement exercises attendance is not allowed.

B. Graduation Application

- Application will be done online by all students who are on their last trimester of enrollment in APC (eg. INTERN2, enrolled in last remaining subject/course). Check your e-mail for the *Graduation Online Application Link*.
- This will be the basis for the Initial List of Graduates and submit admission credential deficiencies.
- Confirmation of attendance and Toga size (based on height) are included in the online application form.

C. Special Awards Application

- Special Awards Description:
 - The *Leadership Award* is bestowed upon the graduate who has exhibited an inclination for leadership and has the command when in a group or situation. The awardee has been an active member of the school community and effectively initiated and facilitated school activities while maintaining the required academic standing.
 - The *Community Service Award* is bestowed upon the graduate who has been an active member of the school community as well as in relevant organizations outside the school. Conscientious and sensitive to the needs of others, the awardee has engaged in projects and activities that promote social service.
- Format : Letter size in clear book (1 copy only)
- Style : Single-spaced, Arial, Font size of 10, Margins at 1". Footer to include, surname(left justified) and page number (X of Y; right justified)
- Contents :
 - Summary Sheet (table form) - e-mail registrar@apc.edu.ph for a copy of the template
 - Executive Summary (one-page)
 - Narrative of each activity
 - Evidences (Photos, Certificates)

D. Graduation Clearance

- This is a requirement for the timely processing and release of TOR and diploma.
- This is the period allowed for academic requirements completion (eg. courses with *NG* grades). *Failure to complete academic requirements deficiencies shall mean EXCLUSION from the Final List of Candidates and will NOT be allowed to attend the commencement exercises. For such case, seek advise from your Executive Director.*
- Failure to complete clearances from offices MAY still allow the candidate to attend the commencement exercises, but release of TOR and diploma will put on hold.
 - *Resumption of Graduation Clearance will be on July 8-20, 2019.*
- Release date of additional document request varies.

E. Graduation Rehearsal

- Attendance is required for those in the Final List of Candidates.
- Wear comfortable clothes and shoes during rehearsal. No shorts nor slippers. Venue may not be air-conditioned during practice.
- For those who can't attend the rehearsal (for valid and meritorious reasons) shall INFORM IN ADVANCE the Office of the Registrar (registrar@apc.edu.ph). NO DISTRIBUTION OF GRADUATION PRIMER other than the prescribed schedule.

F. Toga and Ticket Distribution

- Present School ID Card upon claiming.
- Candidate must inspect completeness of the academic attire given. Supplier representative will be onsite to assist candidates of any toga-related concerns. Only those with mistakenly provided toga (based on submitted height) will be replaced.

Senior High School	College	Graduate School
Graduation Gown (Black)	Graduation Gown (Black)	Graduation Gown (Black) – with an arc cut away and slit
Graduation cap	Graduation cap	Graduation cap
Hood : Not applicable	Hood colors: ABPsych : White, SoCIT : gray, SoE : orange, SoM : yellow, SoMA : maroon	

- **Graduation Kit (Souvenir Program and Ticket)** will only be given on this day. NO DISTRIBUTION OF TOGA, TICKET, and PROGRAM other than the prescribed schedule.
 - For those who failed to get their toga on the prescribed schedule shall proceed to the Toga Suppliers Office.
- For those who can't come on this date (for valid and meritorious reasons) shall INFORM IN ADVANCE the Office of the Registrar (registrar@apc.edu.ph).

G. Baccalaureate Mass

- Required to all Catholics, and optional to non-Catholics
- Graduates should be in their togas (without wearing the cap) over semi-formal wear during the Mass,
- There shall be designated seats for graduates and guest. Only 1 guest is allowed . An extra guest is allowed on a first come first served basis (due to church limited seating capacity)
- Owing to the busy schedule of the parish church, graduates shall exit immediately after Mass. No photoshoots at the church.
- Graduation photo booths will be available at MPH-1 between 11:00am-02:00pm (June 1, 2019) and 11:30am-02:00pm (June 8, 2019) for those who wish to have their photos taken with families and friends

H. Recognition Rites

- This is for Senior High School Academic Awardees and their parents/guests only
 - With Honors : GWA of 88.00 to 92.99
 - With High Honors : GWA of 93.00 to 96.99
 - With Highest Honors : GWA of 97.00 or Higher
 - Special Awards
- Formal invitation will be given to awardees and their parents prior to Graduation Rehearsals. Regularly check e-mail for announcements.

I. COMMENCEMENT EXERCISES

- Attire : Observe and follow dress etiquette appropriate for the event:
 - Graduates
 - Male – Long Sleeve Polo with Neck Tie/Bow Tie, with or without Coat, dark colored pants. Black /Brown Leather Shoes
 - Female – Dress or Blouse and Skirt not too short/not too long. High heels or closed flat shoes.
 - Guests – Formal or Business Attire
 - Formal attire
 - Wearing of jeans/denims/maong pants, and slippers/rubbers shoes are not allowed
- Assembly time
 - Senior High School Graduates : 8:30am
 - College/GS Graduates: 02:30pm
 - Guests may enter the hall an hour earlier than the Assembly Time (SHS : 07:30am; College & GS: 01:30pm).
 - Present tickets before entering the venue. No ticket, no entry.
 - No guests below 7 years' old.
 - APC reserves the right to withhold entry to the venue to a graduating student and his/her guests if they are late.
 - No food or drinks allowed inside the hall.
- Seat Arrangement
 - Graduates : To be assigned with Seat Number (*refer to **Graduation Primer***)
 - Guests:
 - Reserved Seats for Gold Tickets. Gold Tickets are given to parents or guests of Latin Honors.
 - Free seating for Blue Tickets / No reserved seats.
- During ceremonies
 - Graduates shall not carry any bags or items.
 - Graduation caps should be worn the entire ceremony (except during Baccalaureate Mass, National Anthem, or as instructed).
 - Refrain from talking to your seatmates.
 - No selfies allowed on the stage or during the ceremony.
 - Littering and vandalism in the venue are strictly prohibited.
- Program Flow:
 - a. Processional
 - i. Marching of Graduates
 - ii. Entrance of Faculty
 - iii. Entrance of Administrators and Commencement Speaker
 - b. National Anthem
 - c. Welcome Address
 - d. Commencement Address
 - e. Academic and Special Awards* : Latin, Leadership, Community Service
 - f. Conferment of the Degrees

- g. Handing of Diplomas (by Strand or School/Program)
- h. Words of Appreciation
- i. Alumni Pledge
- j. Singing of APC March
- k. Recessional

* Separate event SHS. Wear medals during Commencement Exercises.

J. Returning of Toga

- Present School ID Card upon returning.
- Those who failed to return their Toga on this schedule shall directly return to the supplier's office. An additional rental fee of PhP 200.00 shall be charged for every day of late return of toga. Beyond two (2) weeks, toga will be considered lost, and shall be paid in full (based on toga set cost).
- Failure to return TOGA will delay release of TOR and diploma.

K. Release of Graduate credentials : Diploma, TOR, and F-137

- Thru courier deliver (2Go) or for pick-up.
- Upon completion of graduation clearance requirements and submission of "Academic Documents Request Form" not later than May 24, 2019.
- Toga should returned for the release of Graduate Credentials.

L. Other Reminders

1. Awards (College and Graduate School)
 - Other awards to be announced during commencement exercises (awarding of diploma) are
 1. Best Project (per school)
 2. Best Portfolio (SoMA only)
 3. Best Exhibit (SoMA only)
 4. SM Scholar
 5. Academic Distinction (CGPA of 3.00 to 3.39)
 - Minimum qualifications:
 1. Enrolled in minimum of 36 units for each academic year;
 2. No failing grade (0.0);
 3. Maximum of 2 Repeat (R) grades for each academic year.
 - The college reserves the right not to award honors to a student involved in any disciplinary case.
2. Graduation Fee
 - Inclusive of Venue, 1st copy of TOR and Diploma, Graduation Photo (3), Alumni card
3. Yearbook Fee
 - *Refer to Publications Office Graduation Yearbook Primer*