

Graduate Names Collection Process
April 2023

1. Colleges (N,S,C) send names to District Communications office *May 5*
 - a. Graduate timeline is Summer Quarter to Summer Quarter
An invitation to participate in commencement is extended to students who:
 - Have graduated in Summer Quarter 2022, Fall Quarter 2022, or Winter Quarter 2023, or
 - Will graduate at the end of Spring Quarter 2023 or Summer Quarter 2023.
2. From *May 5 to May 12*, District Communications:
 - a. Scrubs the list, adds missing emails, and then uploads names to Marching Order. We use Marching Order to communicate to students about commencement logistics, especially:
 - i. The QR code
 - ii. Info about pronunciation function
 - iii. The name displayed on Mariner's **Visonboard**
 - b. Creates first print layout
3. District Communications opens the registration form to students in Marching Order (*May 12*)
 - a. Register for commencement
 - i. Get QR code
 - ii. Name verification
 - iii. Allows students to provide additional information
 - b. Initiates the auto-communication from Marching Order
4. From *May 5 to May 24*:
 - a. Colleges send additions/deletions to District Communications. Students are still able to participate in Commencement if they miss these deadlines.
 - i. Printed program
 - ii. Marching Order
5. Graphic designer sends 1st commencement program proof to Colleges for review *May 30*.
6. Colleges return graduate names to graphic designer with name corrections / additions for printed program on *May 31*.
7. Graphic designer sends 2nd program proof to Colleges for final review *June 2*.
 - a. District Comms creates [Grad Facts](#)
8. Graphic designer sends final commencement program file to printer *June 6*.
9. Printer delivers program to T-Mobile Park on *June 22* (Commencement 2023)