

# Graduation Checklist

## Prior to Graduate Checkout Dates

- Graduation Webinar:** Join us for an informational graduation webinar on May 15, 2024, from 5:00 pm - 6:00 pm. We will go over important items related to graduate checkout and the graduation ceremonies during the webinar. Go to [www.viedu.org](http://www.viedu.org), and click “Student Resources”, and “Graduation Info” to register.
- Students attending Community College:** Must submit a letter from their instructor or an official transcript to their Visions counselor by May 15, 2024, to participate in the commencement ceremony.
- Please return all computers, printers, and other checked-out technical equipment to the Student Technology Services (STS) Department,** located at 2415 Walnut Ave, Ste. A, located in the same parking lot as our main office. Special checkout hours (May 31 & June 3 only) are 10:00 a.m. to 7:00 p.m. Normal business hours are 10:00 a.m. to 6:30 p.m. on weekdays. STS may be reached at 916-883-1624. It is helpful to bring the checkout list you received from STS when the equipment was issued to you.
- Return all other outstanding materials (hardcover textbooks, etc.) provided to you by Visions.** A list of outstanding books may be found on the “returnables” list that you can see by logging into your Launchpad account. All materials should be returned to the Ordering Services Department at 5030 El Camino Ave, Carmichael, CA 95608.
- Graduate Checkout:** Attend one of the following graduate check-out dates during the assigned time slots.

### Graduate Checkout 2024 Dates

Date(s)	Location	Time
May 28, 2024	<b>Northgate Church:</b> 2201 Lake Herman Rd, Benicia, CA 94510 (site will have staff to collect outstanding books, material, and computers)	10 am - 3 pm (drop-in)
May 29, 2024	<b>St. Luke’s Lutheran Church:</b> 7595 Center Pkwy, Sacramento, CA 95823 (site will have staff to collect outstanding books, material, and computers)	10 am - 3 pm (drop-in)
May 31 & June 3, 2024	<b>Visions’ Learning Center:</b> 2415 Walnut Ave., Ste B, Carmichael, CA 95608 (Visions and STS Dept. will be open during checkout to collect payments, materials, and computers)	10 am - 7 pm (drop-in)

## At Graduate Checkout

- Purchase Cap & Gown:** Graduates participating in the ceremony must purchase a cap, gown, and tassel for \$30.00. CASH will only be accepted during graduate checkout dates. No personal checks for payment. If you want to prepay for your cap and gown, visit <https://launchpad.viedu.org/paypal> and follow the directions.
- Pick-up graduation guest tickets:** Each graduate will be given up to six guest tickets. Tickets are unique to each ceremony and only valid for the commencement ceremony listed on the ticket. Only guests are required to have a ticket for entry into the ceremony; participating graduates do not need a ticket.
- Photo Booth (optional):** A photo booth is provided for graduates to take a picture with their own device. A cap and gown will be available for use.

## Graduation Day June 5, 2024

- Attend Mandatory Rehearsal:** Please eat **PRIOR** to the rehearsal, as there will not be a break between the rehearsal and the ceremony. Allow time to find parking and to walk to the auditorium. (Please refer to an enclosed map of off-street parking facilities near Memorial Auditorium.)