



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
KNOXVILLE

2017 GRADUATION FACT SHEET

- Date:** Tuesday, August 22, 2017
- Place & Time:** Knoxville Civic Auditorium 6:00 p.m.
- Cap/Gown:** Caps and gowns are to be ordered at the bookstore or online between **April 24, 2017 – July 21, 2017**
- All payments should be made to the bookstore during regular bookstore hours:  
Monday – Thursday: 9:00 a.m. – 2:00 p.m. (closed 12:30 – 1:30 for lunch)  
Friday: 9:00 a.m. – 1:00 p.m.
- Online Reservations:** <http://www.tcatknoxville.edu/forms/graduation-supplies-order-form>
- Fees (tax included):**
- |                   |  |
|-------------------|--|
| Diploma Cover     | \$ 10.48                                       |
| Cap, Gown, Tassel | \$ 27.31 (Cap and gown is royal blue in color) |
| <b>Total</b>      | <b>\$ 37.80</b>                                |
- \* *Additional supplies: \$ 3.55 for a Tassel*  
*\$ 10.48 for a diploma cover*
- \*\* *If your graduation fees are being paid for by an outside agency, you are responsible for contacting that agency and making arrangements for the paperwork to be sent to TCATK Business Office in time to order your cap and gown. Vouchers may be picked up in the Business Office and taken to the bookstore.*
- NTHS/ SkillsUSA:** If you are a SkillsUSA medalist or National Technical Honor Society member, you may wear your graduation regalia (cords, medals, stoles, and tassels) during the ceremony. Please go to the NTHS or SkillsUSA website to order supplies (cords, stoles, or tassels) directly.
- Cap/Gown Pick Up:** Caps and gowns (royal blue) may be picked up after August 14, 2017. A pick up location will be announced at a later date. **Your diploma cover will be retained for disbursement during the graduation ceremony.**
- Invitations:** TCATK will give you ten graduation invitations. You can pick the invitations up from the bookstore from the bookstore beginning May 15.
- Parking:** If you choose to park in the Auditorium/Coliseum's garage, there will be a \$5 parking fee. Please inform your family and friends of this fee.
- Graduation:** Report to the Ballroom of the Knoxville Civic Auditorium with your cap, gown and tassel at 4:30 p.m., August 22, 2017. TCAT Knoxville's staff will be present to direct you to the Ballroom area. There will be signs posted.
- Purses/Cell Phones:** There is no secure place to put your purse, so please make arrangements for a friend or family member to hold it. If that is not possible, be aware that you will have to carry it under your robe. Cell phones must not be used during the ceremony.
- Group Photo:** **Please report to the ballroom no later than 5 pm for a group photo.**

*This ceremony has been planned in your honor. Please take advantage of this opportunity to be recognized for your success and outstanding accomplishments. Invite your friends, relatives and neighbors to come and celebrate with us. We guarantee that you will always remember this very special graduation ceremony.*