



## Commencement Information and Schedule of Activities

**Monday, May 19, 2025, at 3:30 p.m.**

**Kennesaw State University**

**Convocation Center**

CONGRATULATIONS CLASS OF 2025! You have completed your graduation requirements!

We are very proud of you and look forward to recognizing and celebrating your accomplishment with your fellow graduates on May 19!

### COMMENCEMENT TICKETS

**All commencement tickets must be requested through the Student Portal.**

**The Deadline to place ticket requests through the Student Portal is Friday, February 28<sup>th</sup>.**

- All guests attending commencement, including infants and small children, will need a ticket to enter the venue. **Guest tickets must be reserved online by the graduate through the Student Portal by Friday, February 28<sup>th</sup>.** Graduates should discuss with a parent/guardian prior to submitting the request for the number of tickets needed by the family. However, graduates may not receive the number of tickets requested.
- Each ticket will have a unique barcode that will be valid only for the ceremony, date, and time shown on the ticket. Lost or damaged tickets cannot be replaced. Once scanned, the tickets are no longer valid and cannot be used for re-entry into the Convocation Center.
- Tickets will not be provided to students who do not participate in the ceremony.
- Ticket distribution will take place at Renovation Church on Thursday, May 15, immediately following the mandatory commencement rehearsal at Renovation Church.
- A photograph of a ticket (including but not limited to images on a cell phone) may not be substituted for a legitimate ticket.

### SENIOR CLEARANCE

- All laptop computers or any other materials owed to the school must be returned by Thursday, May 15. Graduates may drop off computers in the media center (fourth floor) with Mr. Parsnick.
- All students must be cleared prior to rehearsal.
- Students with outstanding items will be prohibited from participating in the commencement ceremony.

## FINAL EXAMS

- COLA senior exam schedule:
  - Wednesday, May 7: 3<sup>rd</sup> and 4<sup>th</sup> block Finals
  - Thursday, May 8: 1<sup>st</sup> and 2<sup>nd</sup> block Finals
- Cobb Horizon High School senior exam schedule:
  - Wednesday, May 7: 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> block Finals
  - Thursday, May 8: 1<sup>st</sup> and 2<sup>nd</sup> block Finals

## COMMENCEMENT PRACTICE

- Rehearsal for commencement will be conducted at Renovation Church on Thursday, May 15 at 10 a.m. Renovation Church is walking distance from Cobb Horizon High School. All commencement information will be shared at this time.
  - Address for Renovation Church: 1775 Water Place, Atlanta, GA 30339
  - Attendance is mandatory for the rehearsal.
  - Immediately following the rehearsal, graduates will pick up cap/gown/tassel and tickets.
- All policies, rules, and regulations of Cobb County School District and COLA/Cobb Horizon High School will be enforced during the rehearsal.

## COMMENCEMENT ATTIRE

The following dress for graduates is expected for student participation in the ceremony:

- Each student must have a current commencement gown with a matching mortarboard and tassel.
- Caps and gowns can be purchased through **Friday, March 28**, on the COLA/Cobb Horizon High School website located under the Commencement Information tab. The cost is \$60 and can be paid via MyPaymentsPlus. **Orders after March 28 will incur a \$20 late fee.** Please contact Ms. Baker at 678-594-8240 or [kathie.baker@cobbk12.org](mailto:kathie.baker@cobbk12.org) to order after April 1.
- Gentlemen:
  - Dark dress pants, dark shoes, and dark socks, and flip flops are not allowed.
  - Collared dress shirt and tie
- Ladies
  - Dark dress that is shorter than the gown OR dark dress pants; shirt collars should not show.
  - No capris or shorts
  - Flip-flops are not allowed. Dark or metallic pumps or shoes with straps are recommended. Spiked or high heels are discouraged due to the distance graduates will walk from the parking area to the line-up room and to the ceremony.
- Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the cap in place. Tassels are to be worn on the RIGHT side of the mortarboard during the ceremony. DECORATING THE MORTARBOARD IS PROHIBITED.
- To ensure the decorum of the ceremony and to provide consistency among schools, alterations to the mortarboard and gown will not be permitted. Graduates may only wear stoles, cords, and other insignia authorized by COLA/Cobb Horizon High School.
- All honors cords will be given to qualifying students during graduation practice.

## LOCATION OF VENUE AND DIRECTIONS

- The Convocation Center is located on the Kennesaw campus of Kennesaw State University at the intersection of I-75 and Chastain Road. From I-75, exit at Chastain Road (Exit 271) and turn west. Go to the first traffic light past the I-75 ramps and turn right onto Frey Road for graduate or guest parking.
- For accessible and special assistance parking, continue to the second traffic light and turn right on Kennesaw State University Road. Additional approach information and alternate routes are available on the district website at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation). All ticketed guests, including those with disabilities or elderly guests requiring special assistance, will enter the building on the Atrium (Entry) Level through the doors on the north side of the building.

## PARKING

- **KSU charges a \$10.00 parking fee per car, paid by credit or debit card;** no cash accepted by KSU.
- **Graduates** are to park in the Central Parking Deck. Graduates should wear comfortable shoes for walking from the Central Parking Deck to the Seigel Recreation Center (SRC on the map) and the Convocation Center (CC on the map).
- **Guests** will park in the East Parking Deck and the East Economy Lot (across Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck.
- **Guests with disabilities and elderly guests needing individualized assistance** should park in either Lot A or Lot B (as designated on the campus map). Golf carts will run continuously to convey guests to and from the Convocation Center.

## COMMENCEMENT DAY

- Monday, May 19, 3:30 p.m. – Kennesaw State University Convocation Center
- Graduates need to arrive at KSU with their cap, gown, and tassel and report to the Siegel Recreation Center (SRC) by 2:00 p.m. for check-in and line-up. Graduates may NOT leave anything behind in the line-up area. No security is provided in this area.
- Doors will open at 2:45 p.m. for guests. A designated door will open at 2:30 p.m. for guests with disabilities and those requiring individualized assistance. Early admission will be granted to the person requiring assistance and one (1) ticketed companion only.
- Individuals requiring a wheelchair must provide their own.
- Guests will not be allowed in the graduate seating area.
- Following the ceremony, graduates will immediately proceed to the Campus Green for the cap toss.
- **STUDENT SPEAKERS:** arrive at 12:45 p.m. for a technical rehearsal in the KSU Convocation Center.

## DIPLOMA DISTRIBUTION

Diplomas will be available for pick up at COLA/Cobb Horizon High School between 9 a.m. and 3 p.m. on Tuesdays, Wednesdays, and Thursdays starting on May 20.

## COMMENCEMENT PHOTOS

- Guests are to remain in their seats throughout the commencement ceremony. Only hand-held cameras that do not block the view of other guests may be used.
- Guests may not walk into the aisles to take photographs.

- We have arranged for Cady Studios to take an individual photograph of each graduate. Cady Studios will mail each graduate a proof of this “diploma” photo and ordering information.

**VIDEOGRAPHY and VIDEO SALES**




- Video sales will be made available online on the district graduation page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).
- CCSD will provide a live webcast of the commencement ceremony which will be publicly available via the school district website ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

**FLOWER/GIFT SALES**

Flowers and other graduation gifts will be available for purchase in the Convocation Center Atrium (lobby) and outside the venue both before and after the ceremony.

**BAG CHECK**

- **In accordance with KSU requirements, all persons entering the Convocation Center will pass through metal detection devices. Also, guests entering the facility with a bag MUST use either a CLEAR TOTE, PLASTIC ZIP TOP BAG, or SMALL CLUTCH to be approved for entry into the venue. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.**

Clear Totes	Plastic Zip Top Bag	Clutch Bag or Small Purse
<ul style="list-style-type: none"> <li>• Size may not exceed 12”x 6”x 12”</li> <li>• Logo may only be on one side of the bag</li> <li>• Items in the tote must be loose</li> <li>• All bags are subject to search</li> </ul>	<ul style="list-style-type: none"> <li>• Size may not exceed 11” x 11”</li> <li>• Resealable</li> <li>• Clear</li> </ul>	<ul style="list-style-type: none"> <li>• Size may not exceed 6.5”x 4.5”</li> <li>• May include a handle or strap</li> <li>• Does NOT need to be clear</li> <li>• All bags are subject to search</li> </ul>
		

- All bags and packages are subject to search by public safety personnel. Diaper bags are permissible when accompanied by an infant/toddler and are subject to search. Bags that do not meet these criteria will not be permitted into the venue. Please be aware this will delay your entry into the facility, and we advise arriving early to make sure you are seated for the ceremony. Please DO NOT bring any packages that cannot be opened and inspected. The details above have been provided by KSU regarding clear totes, plastic zip top bags, and small clutches.

**PROHIBITED ITEMS**

Any object which obscures the view or impacts the safety of others is not allowed in any district managed venue. A complete list of prohibited items is available on the district graduation web page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

Balloons and signs are not permitted in the venue.

Strollers are not permitted.

## CONDUCT OF GRADUATES AND GUESTS

- Behavior at the ceremony and practices must be exemplary. Throwing of caps in the KSU Convocation Center is inappropriate, dangerous, and not permitted. Restitution for any damage to the venue or district property will be the responsibility of the graduate or guest who causes said damage.
- Any graduates causing a disturbance or in any way conducting themselves inappropriately during the ceremony will be removed.
- All policies, rules, and regulations of the Cobb County School District and Cobb Horizon High School will be enforced during the rehearsals and ceremony.
- Commencement is an optional, dignified, solemn ceremony designed to honor all graduates in the Class of 2025. We ask the cooperation of all who attend commencement to make this a dignified ceremony. No individual has the right to disrupt this event. Please refrain from inappropriate noise that might detract from the dignity of the ceremony.

## GENERAL INFORMATION

- All guests attending commencement, including babies and small children, will need a barcoded ticket to enter the venue.
- Participation in the commencement ceremony is optional and a privilege. Students must meet all expectations and requirements to participate in the commencement ceremony.
- Restitution for any damage to the venue, district property, or vendor property will be the responsibility of the graduate(s) and/or audience who cause the damage.
- Students are identified as honor graduates if they have a minimum, unrounded 3.500 GPA.
- The School Counseling office will be closed May 9<sup>th</sup> and May 12<sup>th</sup>-15<sup>th</sup> so counselors can verify graduation status for all seniors. A school counselor will contact you if there are any problems with final grades. Students can communicate on an individual basis with their counselor as needed.
- Seniors will need to request a final transcript if they are planning to attend college. Final transcripts are NOT mailed automatically; students must request that one be sent. The cost is \$2.00 per transcript request, paid through MyPaymentsPlus. This may be done any day between May 1 and May 15.
- If you have any questions, please contact:
  - Amanda Burks (Cobb Horizon High School and COLA High School Graduation Administrator) [Amanda.Burks@cobbk12.org](mailto:Amanda.Burks@cobbk12.org)
  - Mandy Mooney (Cobb Horizon High School Counseling) [Mandy.Mooney@cobbk12.org](mailto:Mandy.Mooney@cobbk12.org)
  - Greg Moncrief (COLA High School Counseling) [Gregory.Moncrief@cobbk12.org](mailto:Gregory.Moncrief@cobbk12.org)

**COLA/COBB HORIZON HIGH SCHOOL**  
**Class of 2025**  
**IMPORTANT DATES**

<b>DAY</b>	<b>DATE</b>	<b>EVENT</b>
Wednesday	May 7	Senior Exams – 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> (CHHS) blocks
Thursday	May 8	Senior Exams – 1 <sup>st</sup> and 2 <sup>nd</sup> blocks <b>School Counseling office closed</b>
Thursday	May 15	<b>Graduation Practice</b> at Renovation Church COLA & Cobb Horizon 10:00 a.m.- 12:00 p.m. Cap, gown, and tickets will be distributed at the end of practice. <b>School Counseling office closed</b>
Thursday	May 15	Deadline for returning all CCSD materials. This includes, but is not limited to, laptop computers, Media Center fines, books, and textbooks.
Monday	May 19	Line-up at KSU’s Seigel Recreation Center promptly at 2:00 p.m. Come dressed for the ceremony as there will be no time to change into your commencement attire. Commencement at 3:30 p.m. at KSU’s Convocation Center.
Tuesday	May 20	Diploma distribution from 9:00 a.m. – 3:00 p.m. at Cobb Horizon High School, 1765 The Exchange SE, Atlanta COLA students will pick up on the 3 <sup>rd</sup> floor Cobb Horizon Students will pick up on the 4 <sup>th</sup> floor
Wednesday	May 21	Diploma distribution from 9:00 a.m. – 3:00 p.m. at Cobb Horizon High School, 1765 The Exchange SE, Atlanta COLA students will pick up on the 3 <sup>rd</sup> floor Cobb Horizon Students will pick up on the 4 <sup>th</sup> floor
Thursday	May 22	Diploma distribution from 9:00 a.m. – 3:00 p.m. at Cobb Horizon High School, 1765 The Exchange SE, Atlanta COLA students will pick up on the 3 <sup>rd</sup> floor Cobb Horizon Students will pick up on the 4 <sup>th</sup> floor

**For additional information and updates, please check the commencement page on the district website: [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)**

# KSU Map



## Commencement Facilities & Parking Locations

