



# IMPORTANT COMMENCEMENT INFORMATION

**Date: May 3, 2024**

## **Location & Arrival**

Please arrive by 5:00 p.m. When you get to the Welch Health Education Building for the ceremony, please go directly to the room where you will assemble and change into your gown. That room is also where the line-up begins. Please try not to bring purses or other personal possessions with you.

The auditorium doors will be opened for guest seating at 5:00 p.m. Graduates will not be allowed in the auditorium until the ceremony begins. The ceremony starts at 6 p.m. sharp, and it will start on time. It does take some time to get everyone lined up, please be there by at least 5 p.m. The ceremony will last for approximately 1 hour and 15 minutes.

## **Tickets**

Each participant will receive four tickets for guests. *Every person attending needs a ticket.* (Graduates do not need tickets) *Space is limited* and the ticket system is the only way we can make sure there are enough seats for those in attendance. Everyone needs a ticket, including small children. All seats are good seats, but a ticket is necessary. Due to limited seating, extra tickets will NOT be available. If you have extra tickets you are not going to use, please give them to a fellow graduate. Please do not call the Registrar's Office to get extra tickets.

## **Name cards**

You will receive a name card at commencement. The cards are for reading of names and you will present them to the readers as you come up to the stage during the commencement ceremony. You or the reader may add phonetic pronunciation to the card if it will help to say your name correctly.

## **Honors**

The College is recognizing all the students who are graduating with honors by giving them an honor cord to wear with their gown. Phi Theta Kappa members may wear their tassel or stoles along with the MCCC tassel.

## **Processional**

Students are first in and last out. You will be seated in alphabetical order within your degree group. Please stay in your degree group and in order. This allows your guests to follow the program and know when you will be receiving your diploma. Please listen to the ushers they will be counting each person to ensure you have a seat.

## **Ceremony**

At the beginning of the ceremony, when you enter, you will stand until all have entered. You will be informed when to be seated.

No guests will be seated in the auditorium during the processional. The ceremony starts on time, so it's important to remind your guests to arrive early.

Graduates who are in the band who wish may be seated with the band during the ceremony and when your degree group comes forward, you should join them.

At the end of the ceremony graduates will be asked to stand. You will continue to stand as the platform party and the faculty exit. The marshals will then start you out --- as you get the nod, just exit into either the right or left aisle and just walk out.

It is helpful to preplan a meeting spot with your family/friends after the ceremony. The hallways outside of the auditorium get very congested.

## **Photographs**

There will be a professional photographer capturing the moment when each graduate receives his/her diploma. These photographs will be available for purchase at [www.graduationfoto.com](http://www.graduationfoto.com). In order to help the audience see better, please tell your guests to remain seated during the ceremony. Individual cameras and video cameras are allowed in the auditorium, but stands or tripods are not allowed. The flowers will remain on the stage for family and friends to take photographs in front of the stage *after the ceremony*. Please do not rearrange or remove any of the flowers or plants.

The college is also videotaping the ceremony. The recoding will be available on the college's website approximately two weeks after commencement.

## **Special Accommodations**

If you or your guests need special accommodations, including assistance for deafness or mobility please contact the Office of Disability Services by calling 734-384-4167. We would appreciate at least a two weeks' notice to make the appropriate arrangements.

## **Wheelchair Seating**

If any of your guests will need special assistance, or might be in a wheelchair, please make sure they arrive at 5:30 so that we can get them situated before the ceremony begins. You may call the Registrar's Office to reserve a spot early 734-384-4108.

## **Parking**

There is ample parking in the lot adjacent to the Welch Health Education Building and also near the Life Sciences building. Please tell your guests not to park in the circle out front, in the driveway or on the roadways. If they do, they may have to leave to move the vehicle, or they may come out to find it has been moved for them.

## **No Smoking**

Please remind your guests that Monroe County Community College is a smoke free campus.

## **Diplomas**

December graduates have their diplomas. For students graduating at the end of Winter or Summer, we expect that once the semester is over, grades have been turned in and the Registrar's Office has time to do graduation checks and prepare diplomas, it will be about eight weeks.

**Congratulations on reaching this milestone in your career!**