



MONTGOMERY COMMUNITY COLLEGE

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February 22, 2020

Dear Prospective Graduate:

Congratulations on your upcoming graduation! Here are some details about the upcoming event.

1. **Graduation Ceremony**

When: **Wednesday, May 6.** The ceremony begins at 7:00 p.m. Light refreshments will be served after the ceremony.

Where: On the MCC campus in Capel Hall (Building 200).

Details:

- a. **Be on the side steps of Capel Hall at 5:45 p.m.** A group picture will be made there, so **be prompt** and **be dressed in your graduation attire**. If it is raining, the group picture will be made in the Library.
- b. **After the picture is made, go to the Library in Capel Hall.** We will line you up there in the proper order and give you instructions about marching in, crossing the stage, and other steps involved in the ceremony.
- c. A professional photographer will take your picture as you cross the stage. More information about the photography services is provided below.
- d. The ceremony should last approximately 1½ to 2 hours.
- e. The ceremony is a dignified event. Guests will be asked to hold their applause (shouting, bell-ringing, whistling, etc.!) until after the ceremony. We want your family and friends to be able to hear us call your name. This is an important accomplishment for each of you and we want your graduation experience to be a great one!
- f. **Please pass this information along to your family and friends who will be attending the ceremony.** When the ceremony is over, graduates will be led out of Capel Hall. Several hundred people will be exiting at the same time and the hallways in the building become **VERY** congested **VERY** quickly. We need to get you out of the building and away from the entrance as quickly as possible to clear the halls before our guests begin to exit. *Please tell your family and friends that you will meet them **outside** after the ceremony. If you pick a particular meeting spot, be sure it's one that is well away from the doors of Capel Hall.*

2. **Cap/Gown/Tassel Units:** Cap and gown order forms will be available at the Information Desk in Blair Hall (Building 100) February 1.

Cap and Gown Details:

- a. You may keep your cap/gown/tassel unit after graduation.
 - b. **Tassels** are worn on the right.
 - c. **Caps** are worn *flat* on top of the head and not tilted back. Gentlemen: please remove your cap during any prayers.
 - d. **What to wear to graduation:** Graduation is a formal ceremony. Therefore, we request that graduates dress neatly and appropriately.
4. **Graduation Fee:** Your graduation fee of \$40 covers the cost of your cap/gown/tassel unit, diploma, and diploma cover. If you are receiving more than one degree, diploma, or certificate, there is an **additional \$5 charge for each additional award**. For example, if you are receiving (1) a Business Administration degree, (2) an Accounting degree, and (3) a certificate in Office Systems Technology, your graduation fee would be \$50 (\$40 for the 1st degree + \$5 for the 2nd degree + \$5 for the certificate).

If you have not already paid your graduation fee, please stop by the Cashier’s Window in Blair Hall during regular business hours and pay the appropriate amount with cash, check, or credit card (Visa or MasterCard). The Cashier’s Window closes at 4 p.m. Monday through Thursday and at 1 p.m. on Fridays. If you cannot visit the campus during those hours, you may mail a check payable to MCC for the appropriate amount. With your check, please include a note explaining that you are paying your graduation fee. You cannot pick up your cap and gown order until your graduation fee has been paid.

5. **Fees/Overdue Library Books:** Diplomas will not be awarded to those students who owe fees to the College or to those who have any overdue library books. If you have questions concerning fees or overdue books, contact the College.
6. **Curriculum Awards: Curriculum certificates, diplomas, and degrees are not distributed at the ceremony.** Final grades must be logged and GPAs calculated before awards can be printed and distributed. You will be handed your diploma cover when you cross the stage. If you will complete program requirements at the end of the Spring Semester, your diploma will be mailed to you a few days after the ceremony. Those completing requirements at the end of the summer will receive their diplomas after the summer term ends.
7. **Graduation Photographs:** As you cross the stage to receive your diploma cover, a photographer from Photo Specialties will take your picture. A few days after the ceremony, the studio will send you a proof. They like to email the proof whenever possible because it is a faster process, but will, of course, be glad to send it through regular mail if you’d prefer that method. Once you have seen your proof, you will have the option of ordering additional prints. **Photographer Information Forms will be available at the Information Desk.**
8. **Class Rings:** To order a class ring, you may visit www.jostens.com/college or call their toll-free number (800.854.7464).
9. **Tickets for Graduation:** Due to fire code restrictions, we are required to limit the number of guests attending the ceremony. Each graduate will be given a limited number of tickets. **Each person attending the ceremony – whether ADULT, CHILD, OR INFANT – must have a ticket to enter.** Fire code restrictions are based on the number of people in the room, not the number of seats occupied. Tickets will be available in Student Services. Each graduate is asked to pick up only the number of tickets they know they will use. Any unclaimed tickets will be awarded to other graduates on a “lottery drawing” basis. The lottery drawing will be held before May 6. Graduates must complete a lottery card to be entered into the drawing.

Schedule of Upcoming Activities

Complete Graduation Application	Now!
Cap & Gown Order Form	Now!
Complete Photographer Information Form	Now!
Pay graduation fee	Now!
Graduation ceremony	May 6!!

If you have any questions about graduation, email me at fryek@montgomery.edu or stop by Student Services in Blair Hall (Building 100).

Congratulations!

Karen Frye
Director of Enrollment