

COMMENCEMENT CEREMONY INFORMATION

Commencement exercises will take place at the West Windsor Campus at 5:30 p.m. on Thursday, May 23, 2013. Pay close attention to instructions in case of rain.

I. OUTDOOR PROCEDURES

Students participating in the commencement ceremony should be present at their assembly sites no later than 5:00 p.m., dressed in their cap, gown and hood. Graduates will assemble outdoors between the Arts & Communication, Liberal Arts, Business & Technology or Math & Science buildings.

II. INDOOR PROCEDURES – IN THE EVENT OF RAIN ONLY

In the event of rain, the commencement ceremony will take place in the gymnasium. The President will make the decision on the final location of the ceremony by 1:00 p.m. on May 23. If you are uncertain of the location, please call Security at (609) 570-3503 or the office of Student Life & Leadership at (609) 570-3435. The information will also be available on the College's website and Facebook page.

All graduates are to report directly to the gymnasium robed in proper commencement attire by 4:45 p.m. and sit in the area designated for graduates. There will not be a procession. A total of three guest tickets have been included in this mailing to be utilized in the event of rain only.

Please note:

- Only graduating students and **one** designated guest ticket holder will be permitted in the gymnasium lobby area by 4:45 p.m.
- Two guest tickets are for seating in either the Kelsey Theatre or the Communication Building for a live, satellite broadcast of the commencement ceremony on a large screen. Your guests must have a ticket to gain admission to either building. Please note that the alternate viewing areas are air conditioned; the gym is not.
- Should you choose to have all of your guests seated in the same satellite viewing area, the gymnasium seating ticket may be used for admission to either building. Please make this decision in advance to reduce the amount of traffic in the gymnasium lobby area.

Please remember to bring your tickets.

III. COMMENCEMENT ATTIRE

Wear your cap and gown.

IV. COMMENCEMENT ASSEMBLY, PROCESSIONAL AND PROGRAM

If we have an outside commencement, all graduates will assemble at their assigned outdoor areas according to program major. (*Reference the enclosed map and line-up sheet.*) Graduates are asked to report to their assigned areas no later than 5:00 p.m. Graduates will lineup two by two. This double line of graduates will process in front of the Communication Building, down the stairs, and up the center aisle to seats in rows directly behind the faculty. Tassels should be on the right side of your cap. Graduates will join the processional march after the faculty.

Whether inside or outside, a double-sided yellow index card has been included in this mailing. Please fill out the card completely and legibly and bring it with you on the night of graduation. During the ceremony, you will hand your card to the reader as you approach the stage area. After submitting the card, you will cross the stage and will be given a diploma jacket. You will then shake hands with the College President, Dr. Patricia C. Donohue, and the Chairperson of the Board of Trustees, Dr. Gwendolyn Harris.

A photographer will take your picture while you are shaking hands with the President and when you step off of the stage. Please return to your seat and remain there until all graduates have received their diploma jackets and the full ceremony is over. Ushers will be on hand to direct you through the procedure. Because the ceremony is televised, family picture taking is confined to designated areas.

Please Note: DO NOT bring large pocketbooks, cases, cameras, etc., to carry in the procession, as they will bulge under the gown. You will not be able to leave these items in the assembly areas. It is suggested that high heel shoes not be worn, as they will sink into the grassy area in the quadrangle.

PROGRAM ORDER

National Anthem

Remain standing.

Remarks

President Patricia C. Donohue

(Be seated)

Class Speaker Address	To Be Announced
Honor Awards	Dr. Donald Generals, Vice President for Academic Affairs, will ask those graduating “With Honors” to stand – first Highest Honors, then High Honors, and then Honors graduates. Honors graduates are to remain standing until all are recognized.
Commencement Address	To Be Announced
Distinguished Teaching Award	Presented by President Patricia C. Donohue.
Conferring of Degrees	Graduates are asked to stand and proceed to the dais to individually receive their degrees.

President Patricia C. Donohue presents the “CLASS OF 2013”

GRADUATES MOVE THE “TASSEL” FROM RIGHT TO LEFT

V. RECESSIONAL

After the ceremony, all faculty and students stand and will remain standing for the recessional. The platform party leads the recessional. As the last member of the platform party passes the first row of faculty, the faculty will follow behind them and so forth for the remainder of the faculty rows. In the same manner, the student rows will follow behind the previous row until all have left the Quadrangle. You are to continue in the recessional until the last row reaches the Student Center. Immediately following the ceremony, faculty and students are invited to the Student Center for a reception.

VI. DIPLOMAS - MAY 2013 GRADUATES ONLY

Graduates will receive a postcard 10-15 days after the ceremony, advising them of their graduation status, and providing instructions on when diplomas will be available. Graduates will pick up their diplomas in the Enrollment Services office located in the Student Center on the West Windsor Campus. A photo ID must be presented at time of pick-up.

VII. FINAL GRADES

Final spring grades will be posted on Wednesday, May 22, 2013. Any uncompleted course work or late grades could prevent you from receiving your degree. Your diploma will not be released if you have any outstanding fines or obligations to the College such as Bookstore, Library, Accounting Office, parking fines, etc.

VIII. STUDENTS WITH SPECIAL NEEDS

Graduates needing assistance (seating, processional, etc.) or who have a disability which prohibits them from walking across the stage, please contact the office of Student Life & Leadership (609) 570-3435, by Monday, May 13th, so that special arrangements can be made.

Handicapped seating areas will be available for guests. Those who require special parking assistance should inform Security personnel immediately upon their arrival on campus Thursday, May 23, 2013.

IX. MCCC IS SMOKE-FREE

Mercer County Community College is a smoke-free institution, and as such, smoking on campus grounds is prohibited outside of personal vehicles. On the day of Commencement, the policy will be strictly enforced. Please advise your guests prior to their arrival, as visitors who refuse to comply with this policy may be escorted off of the College premises by security staff.

**Please carefully review these instructions.
Your compliance will ensure this distinctive ceremony
is conducted with esteem and dignity.**