

JAMESTOWN COMMUNITY COLLEGE

Cattaraugus County Campus

2018 COMMENCEMENT - PROSPECTIVE GRADUATE INFORMATION ***General Instructions***

Jamestown Community College's Cattaraugus County Campus Commencement will take place at **7 p.m. on Friday, May 18, 2018**. The exercises will be held at the JCC Physical Education Center/YMCA.

CAPS & GOWNS

Caps and gowns may be purchased between **Monday, April 23, and Thursday, May 17**, at the JCC Campus Store in the College Center. (Check with the Campus Store for hours of operation.)

Cost of gown and cap with tassel is approximately \$32. Additional tassels are \$6. They are yours to keep. **Those wishing to use their own caps and gowns (which must be black in color) must also report to the Campus Store so that it is known that they plan to participate in commencement and to pick up final instructions and materials needed for the ceremony.** The graduation gowns are made with 100% recyclable material.

Phi Theta Kappa graduates may purchase a PTK stole (approximately \$25) in the campus store as well.

GRADUATION ANNOUNCEMENTS

Formal announcements will be distributed by the Campus Store with the purchase of the cap and gown. Graduates will be permitted up to three announcements. There is no limit, however, to the number of guests a student may invite to commencement.

ACADEMIC ATTIRE

Mortar boards are worn straight, top parallel to the floor, tassels on the right. Tassels will be moved to the left during the ceremony. Women should wear dark shoes and no large earrings or flowers. Men should wear dark pants or suits, dark shoes and socks, and conservative ties.

TIME

All graduates must assemble in the JCC Physical Education Center/YMCA at 6 p.m. As there will be no rehearsal, promptness is essential. Please ask your guests to be in their seats by 6:50 p.m. **Special seating has been reserved for handicapped guests.** Those requiring such seating should contact Lisa Yohon at 716.376.7505 by Friday, April 28. Please note that handicapped guests may only bring ONE companion to sit with them in this special seating area; this limit is to ensure that we maintain ample seating for others in need. Others may sit in the regular seating.

PARKING

Parking is available for guests at the YMCA, Dresser Credit Union (after 5:30 p.m.) and Dresser Rand (see enclosed map).

ROBING

Graduates should immediately report to the second floor of the JCC Physical Education Center/YMCA for robing and for the final line-up. Personal items should be left with a family member or a friend. Once the procession has begun, this room will no longer be secured.

PROCESSION INFORMATION

Students will robe and line up in the "graduate robing area." Student marshals will meet the degree candidates and assist in the line up. Students will be lined-up alphabetically by degree program. The graduates will line up following the faculty, and will move from the robing area to the gym and then down the center aisle. Graduates will occupy the first few rows of seats on the right of the gym. To ensure that all graduates are able to exit the gym after the ceremony has completed, please proceed directly to the reception.

The procession will be ready to move at 6:45 p.m.

ORDER OF EXERCISES

All participants in the processional will remain standing until after the greeting. Following remarks by the president of the college, the student speaker, and the commencement speaker, Vice President Marilyn Zagora will indicate that the degree candidates will stand. She will present the class to President Duckworth, who will announce the conferral of degrees. (Programs will be placed on the graduates' chairs.)

As each row of graduates is called to the stage, the marshal will direct the next row to stand. Exit must be made from the end of the row opposite the point of entry, and the platform must be approached from the right.

Graduates will accept diploma covers with the left hand from the chairman of the Board of Trustees; shake hands with President Duckworth and Vice President Sayegh; continue across the platform and down the left stairway, return to their row and enter as during the processional. After all graduates have crossed the stage, at President Duckworth's direction, candidates will move tassels from the right side to the left side.

After the degrees have been presented, the Chairman of the Board of Trustees will announce the trustee awards. Candidates so honored should go to the platform as soon as their names are announced. There will be no advance announcement of recipients. The official list of successful candidates and other academic honors will be announced in the news media following commencement.

At the conclusion of the ceremonies, all participants will rise and remain standing in place until the recessional is complete and all graduates have left the building.

PHOTOGRAPHS

A professional photographer will be present to take a color photo of each student as he/she shakes hands with the president as well as a second photo at the back of the gym; therefore, it is important for graduates to stay in order when returning to their seats. Proofs of these photos will be mailed directly to each student, using the reader card filled out by students, **so please complete this card completely and carefully**. Students are under no obligation to order these photographs, but you may wish to view them.

Family members and guests are asked to refrain from coming to the stage or blocking the aisles to take photographs. Family members can videotape only on the track. Please relay this to your guests to prevent them from obstructing the student procession.

DIPLOMAS

Diploma covers only will be handed out at the ceremony. You will receive a memo from the registrar's office or counseling center stating when your diploma is available for you to pick up. If you wish to have it mailed, please call or write the CCPC, and arrangements will be made to have it mailed to you (\$5 charge for diploma and cover).

Graduates from August and December of 2017 and degree candidates for May 2018 will appear in the program.

FINES

Please clear up any library fines or money owed to the Business Office, etc. prior to graduation. This will prevent a delay in receiving your final grades and diploma.

RECEPTION

An informal reception for graduates, families, and friends will be held immediately following the commencement exercises in the gym.

Please Note: Accommodations for graduates with disabilities can be arranged upon request to Lisa Yohon at 716.376.7505. Any questions or problems concerning graduation should be brought to Lisa's attention.

Congratulations and good luck!


Vice President of Student Development

BEST WISHES AND CONGRATULATIONS TO THE CLASS OF 2018!