

# JAMESTOWN COMMUNITY COLLEGE

## Jamestown Campus

### 2017 COMMENCEMENT - PROSPECTIVE GRADUATE INFORMATION

#### General Instructions

Jamestown Community College's Jamestown Campus Commencement will take place at **10 a.m. on Saturday, May 20, 2017**, in the Physical Education Complex.

#### **CAPS & GOWNS**

Caps and gowns may be purchased between **Monday, April 24 and Friday, May 19**, at the JCC Campus Store in the Hamilton Collegiate Center. (Check with the Campus Store for hours of operation.) Caps and gowns will also be available at the North County Center after April 24. Check with the NCEC bookstore for hours.

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 (\$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 five 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 Physical Education Complex at 9 a.m.** As there will be no rehearsal, promptness is essential. Please ask your guests to be in their seats by 9:50 a.m. **Special seating has been reserved for handicapped guests.** Those requiring such seating should contact an usher upon arrival. 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**

Graduates and faculty are encouraged to park in the COCE/ARSC/CARN/SCCE parking lot so their guests can be accommodated in the PHED lot. **Handicapped parking will be available in the PHED lot.**

#### **GIFT TABLE**

The Campus Store will have available for purchase flowers, cameras, greeting cards, and gift items for graduates' families prior to and after the ceremony.

#### **ROBING**

Graduates should immediately report to the second floor of the Physical Education Complex for robing and for the final line-up. **Personal items should be left with a family member or a friend.**

#### **PROCESSION INFORMATION**

Graduates will line up alphabetically by degree. To make the process easier, students will be assigned individual numbers for graduation purposes at the time they pick up their robes. By lining up in numerical order, students will be in the proper order to receive their degrees. Once lined up, graduates will be led down the back stairs (east end) and down the center aisle to their seats.

**The procession will be ready to move at 9:50 a.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 Senate President, 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, a 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; 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. 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 stating when your diploma is available for you to pick up. If you wish to have it mailed, please call or write the Registrar's Office, and arrangements will be made to have it mailed to you (\$5 charge for diploma and cover). **Graduates from August and December of 2016 and degree candidates for May 2017 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.

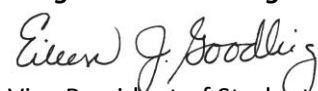
## **RECEPTION**

The JCC Faculty Student Association cordially invites graduates and their guests to attend a reception in the Student Union in the Hamilton Collegiate Center immediately following commencement, sponsored in part by *Lessing's* food service and JCC FSA.

## **PLEASE NOTE:**

Accommodations for graduates with disabilities can be arranged upon request to Stephanie Cardone, Assistant to the Vice President of Student Development, at 716.338.1025. Any questions or problems concerning graduation should be brought to Stephanie's attention.

***Congratulations and good luck!***



Vice President of Student Development

## **SPECIAL NOTE TO CATTARAUGUS COUNTY CAMPUS GRADUATES**

Students participating in the Cattaraugus County Campus commencement should receive information about activities at that campus.