TO: CLASS OF 2016 POTENTIAL GRADUATES  
FROM: K. Umesh Vig, Assistant to the Dean of Student Affairs  
DATE: April 2016  
RE: 52nd COMMENCEMENT CEREMONY – Thursday, May 26, 2016

The 52nd Commencement Ceremony will be held on Thursday, May 26, 2016 at 5:30 p.m. sharp, at the Bicentennial Band Shell, on the campus lawn. The Commencement Speaker will be Amanda Filipacchi, who is the author of four novels: Nude Men (Viking/Penguin 1993), Vapor (Carroll & Graf, 1999), Love Creeps (St. Martin’s Press, 2005), and The Unfortunate Importance of Beauty (W. W. Norton, Feb. 2015). Her fiction has been translated into fourteen languages and been anthologized in The Best American Humor 1994 (Simon & Schuster), Voices Of the X-iled (Doubleday), and The Good Parts: The Best Erotic Writing in Modern Fiction (Berkley Books). Her writing has appeared in The New York Times, The Wall Street Journal, The New Yorker, and The Atlantic. Born in Paris, France, Amanda Filipacchi (pronounced Fill-pah-kee) was educated in both France and the US, and has lived in New York since the age of seventeen. She earned a BA from Hamilton College and an MFA in creative writing from Columbia University.

INVITATIONS, RAIN TICKETS, CAPS AND GOWNS
All student participants are required to wear, and may keep, the traditional blue gowns, mortarboards and tassels. Students may invite an unlimited number of guests to the outside ceremony. If it rains, only ticket bearers may attend the inside ceremony; however, the reception is open to all. The College Bookstore (860-645-3140, L-176, Student Services Center) will distribute regalia (pre-measurement is not required), a maximum of four invitations, and two rain tickets per graduate as per the schedule below:

<table>
<thead>
<tr>
<th>MAY 2</th>
<th>9AM - 4PM</th>
<th>MAY 6</th>
<th>9AM - 12PM</th>
<th>MAY 16-18</th>
<th>9AM - 6PM</th>
<th>MAY 23-24</th>
<th>9AM - 6PM</th>
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<tr>
<td>MAY 3</td>
<td>9AM - 7PM</td>
<td>MAY 9-12</td>
<td>9AM - 6PM</td>
<td>MAY 19</td>
<td>9AM - 4PM</td>
<td>MAY 25</td>
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<td>MAY 4-5</td>
<td>9AM - 4PM</td>
<td>MAY 13</td>
<td>9AM -12PM</td>
<td>MAY 20</td>
<td>9AM -12PM</td>
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TICKETS, CAPS AND GOWNS WILL NOT BE AVAILABLE ON COMMENCEMENT DAY. UNDER NO CIRCUMSTANCES WILL EXTRA TICKETS BE DISTRIBUTED.

PARKING & SEATING
After entering the campus, please carefully follow the directional signs. Graduates and their guests are asked to park in East Lot and West Lot. Individuals with special needs may park in designated areas of East Lot. There will be no traffic or parking of vehicles allowed near the Bicentennial Band Shell during the Commencement Ceremony. Seating will be provided for graduates. Family members and guests are asked to bring their own lawn chairs or blankets as seating is limited. Graduates and guests are asked to remain seated until all degrees and certificates are conferred and the program has finished.

LINE-UP & ROBING
Rain or shine, all graduates participating in the ceremony are to report in regalia on Thursday, May 26, 2016 to the Student Services Center 1st floor lobby except General Studies A-L, (2nd floor lobby) and General Studies M-Z (Culinary Arts Center). If the sun shines, ARRIVE NO LATER THAN 4:00 p.m. If it rains, see Rain Plans (p. 2) for arrival times. PLEASE BE ON TIME. Since there is no rehearsal, we need ample time to line up in alphabetical order, by curriculum, and provide instructions before 4:45 p.m. We ask that you turn off cellular phones and do not chew gum. Do bring sunglasses and dress appropriately for the occasion. Family members and guests will not be permitted in the student robing area (see Line-up Instructions, p. 3).

PHOTOGRAPHER
GradImages® will be photographing all graduates with the President as they receive their diplomas at the Commencement Ceremony. Please visit their website, www.gradimages.com, and click on Pre-Event Email Registration. Enter your email and up to six emails of loved ones who would like to share in your accomplishment by viewing and ordering your photos.

By pre-registering, you will receive a discount of $5 off an order of $25 or more. After graduation, order online at [www.gradimages.com](http://www.gradimages.com) or call (800) 261-2576. During the reception photographer/s from GradImages® will be available in the MCC Village Courtyard to take individual posed pictures of graduates. Each graduate will also receive a free 5x7 photograph of her/his choice as a gift from the Office of Dean of Student Affairs through GradImages®.

**DIPLOMAS AND CERTIFICATES**

Diplomas and certificates will be mailed in late summer to students who have met all academic and financial requirements. For questions regarding the completion of your degree or certificate requirements, contact Gail Anne Arroyo, Assistant Registrar at (860) 512-3230 or email GArroyo@manchestercc.edu or Anita Sparrow, Registrar at (860) 512-3222 or email ASparrow@manchestercc.edu in the Registrar’s Office. Make sure the Registrar’s Office has your correct mailing address. For questions regarding the Ceremony, contact K. Umesh Vig, Assistant to the Dean of Student Affairs at (860)-512-3204 or email UVig@manchestercc.edu.

**SPECIAL NEEDS**

It is the policy of Manchester Community College to ensure equal access to its events. If you need accommodations for the event, please contact Joseph Navarra, Coordinator of Disability Services at (860) 512-3592 or email JNavarra@manchestercc.edu. In order to provide accommodations in a timely manner, please submit the request at least two weeks (14 days) prior to the Commencement Ceremony.

**RECEPTION**

Following the Commencement Ceremony, a reception for graduates, families and guests will be held in the MCC Village Courtyard. Please join us!

**RAIN PLANS – Please read carefully**

**ANNOUNCEMENT**

In case of rain, only one Commencement Ceremony will be held at 5:30 p.m. sharp, inside the SBM Charitable Foundation Auditorium in the AST. The decision about an inside ceremony will be made by 10:00 a.m. on Wednesday, May 25, 2016. The MCC website is your best source for information. Please watch the MCC web site (www.manchestercc.edu) or contact the College’s voicemail system (860-512-3000) for the rain plan announcement.

**GUESTS**

Only students will be admitted into the SBM Charitable Foundation Auditorium in the AST and guests will be provided with seating in the classrooms (with live telecast) by rain ticket.

**LINE-UP & ROBING**

In case of rain, graduates participating in the ceremony are to report in regalia on Thursday, May 26, 2016 to the Student Services Center 1st floor lobby except General Studies A-L, (2nd floor lobby) and General Studies M-Z (Culinary Arts Center). ARRIVE NO LATER THAN 4:00 p.m., unless otherwise specified. Please be on time!

Students will line up by curriculum and in alphabetical order with their presenters. The Commencement Ceremony will begin at 5:30 p.m. sharp.

See you on Thursday, May 26, 2016, your Special Day!
MCC COMMENCEMENT: LINE UP INSTRUCTIONS
Please read before arriving on campus

1. Please report by 4:00 p.m. sharp to the Student Services Center, on Thursday, May 26, 2016 to find your presenter or program banner, to line up for the student procession and to receive instructions. All non-graduates will be asked to leave. We will begin marching at exactly 5:00 p.m. The ushers will distribute Commencement programs to you.

2. Please use the index cards provided in the lobby and print your name in block letters as you wish it to be read. If your name is difficult to pronounce, please print it phonetically. Hold on to your name card until it is asked for by the Program Coordinator.

3. You should line up by degree and in alpha order two by two when called. The program coordinator/reader will hold up their program sign and help you with this.

4. You should not move around once you are in line. Please do not leave the line to greet family and friends.

5. If anyone needs a bathroom break, this is the time to go, but let your Program Coordinator know you’re stepping out.

6. Once all the academic programs are lined up you will begin marching two by two following the bagpipers, the College Marshal and the Program Coordinators to the Band Shell area for the graduation ceremony.

7. IMPORTANT: At the Band Shell, it is essential that you move into your seats as quickly as possible and walk to the end of the row. Please do not leave seats empty.

8. If you have flowers, please leave them on your chair when going up for your diploma. You are not to move outside the roped area to visit family or friends.

9. When your row is called, follow the Program Coordinator to the stage area.

10. When your name is called, walk briskly on the red carpet to the end towards the President. Take the diploma cover in your left hand and shake hands with your right. Shake hands with any regents that may be standing there, stop at the photographer station for another picture, then return to your seat.

11. Graduates and guests should remain seated until all degrees/certificates are conferred and the program has finished.

12. At the conclusion of the program, the graduates must follow the platform party and the faculty as they march out. The marshalls will lead the graduates out, two rows at a time. Students will march within the ropes to the top of the hill before disbursing. Please do not stop to greet family and friends while recessing; have them meet you at the reception.

DO’S AND DON’TS

*No cameras, vendors, guests or soliciting allowed in student robing/line-up area.

*All cell phones should be turned off during the Procession and Ceremony.

*If you earned two degrees, select which discipline you will march with and stay in that one line only.

*Tassels are worn on the right. You will be told by the President when to move them to the left.

*No gum chewing while receiving your degree and being photographed.

*Gentlemen: keep headgear on for Invocation and National Anthem if outdoors.

*Ladies: you are encouraged to wear flat or low-heeled shoes as the Band Shell grounds may be hard to walk on in high heels.

*Reception follows Commencement Ceremony (approximately 7:30 p.m.) in the MCC Village Courtyard.

*Bring sunglasses and dress somewhat formally.