

TO: CLASS OF 2017 POTENTIAL GRADUATES
 FROM: K. Umesh Vig, Assistant to the Dean of Student Affairs
 DATE: April 2017
 RE: 53rd COMMENCEMENT CEREMONY – Thursday, May 25, 2017

The 53rd Commencement Ceremony will be held on Thursday, May 25, 2017 at 5:30 p.m. sharp, at the Bicentennial Band Shell, on the campus lawn. The Commencement Speaker will be Joelle A. Murchison, who is the Associate Vice President and Chief Diversity Officer at The University of Connecticut. Reporting directly to the president, Susan Herbst, Joelle serves as the University's main strategist responsible for guiding efforts to define, assess, and promote diversity, inclusion, and educational and employment opportunity. Prior to joining UCONN, Joelle served as Vice President, Enterprise Diversity & Inclusion at The Travelers Companies, Inc. (Travelers) where in partnership with management, she developed the framework of the company's diversity focus and led the execution of Travelers' diversity strategy. Joelle holds a bachelor's degree in public policy and educational studies from Brown University, a master's of education degree from Harvard University's Graduate School of Education and a master's of science degree in Communication Management from Syracuse 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 (Student Services Center SSC L176 or call at 860-645-3140,) will distribute regalia (pre-measurement is not required), a maximum of four invitations, and two rain tickets per graduate as per the schedule below:

Starting Monday, May 1, 2017 through Wednesday, May 24, 2017

MAY 1	9AM - 4PM	MAY 5	9AM - 12PM	MAY 15-16	9AM - 6PM	MAY 22-23	9AM - 6PM
MAY 2	9AM - 7PM	MAY 8-11	9AM - 6PM	MAY 17-18	9AM - 4PM	MAY 24	9AM - 4PM
MAY 3-4	9AM - 4PM	MAY 12	9AM - 12PM	MAY 19	9AM - 12PM		

**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 25, 2017 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 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 Commencement 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 24, 2017. 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 & ROBINING

In case of rain, graduates participating in the ceremony are to report in regalia on Thursday, May 25, 2017 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 25, 2017, 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 25, 2017 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.**