



# Montgomery College Commencement Guide

Class of 2016

*A Student's Guide to  
Preparing for Commencement*

# Montgomery College and Jostens Host Grad Finale at Montgomery College

**G**rad Finale is an event held on each campus that marks the beginning of commencement season. It is a celebration of your efforts and has everything you'll need to graduate. You can return your Commencement Participation Form and Alumni Association information form, choose your college ring, order personalized commencement announcements, purchase your cap and gown, have your portrait taken by Classic Photography, pre-order your diploma frame. You are entitled to four guest tickets to commencement with the submission of a Commencement Participation Form to your campus coordinator. Pick up your tickets at the Grad Finale on your campus:

## **Germantown Campus**

April 19, 11 a.m.–3 p.m.

Humanities 007

## **Takoma Park/Silver Spring Campus**

April 20, 11 a.m.–3 p.m.

Charlene R. Nunley Student Services  
Building, 2nd floor

## **Rockville Campus**

April 21, 11 a.m.–4 p.m.

Theatre Arts Arena

*Grad Finale is your day. Enjoy it!*





## Congratulations, Class of 2016!

**T**his Commencement Guide contains information about Montgomery College's collegewide commencement ceremony on May 20, 2016, including details about robing, attire, ceremony protocol, and parking, as well as helpful tips and hints for making the most of your special day.

Please be sure to check the Montgomery College website frequently at [montgomerycollege.edu/commencement](http://montgomerycollege.edu/commencement) or MyMC for additional details and updated information. This guide will also be available in PDF format on MyMC. [montgomerycollege.edu/commencement](http://montgomerycollege.edu/commencement)

For questions or additional copies of this guide, contact Susan Sullivan, commencement coordinator, at 240-567-7489.

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# Preparing for Commencement

## Academic and Financial Requirements

1. To qualify as a candidate for a degree of associate of arts, fine arts, science, applied science, associate of arts in teaching, or a certificate, as appropriate, you must complete all courses required in the curriculum. Alternative courses, other than those specifically required, must be approved by your academic adviser, the registrar, and in some cases, the Academic Appeals Committee.
2. To graduate, you must have a minimum curriculum and cumulative grade point average of 2.0. If your overall grade point average equals or exceeds 3.4, you will graduate “with honors.”
3. If you transfer credits from another college to fulfill requirements for commencement at Montgomery College, you must have your transcript(s) on file in the Office of Enrollment Services on or before May 6, 2016.
4. If you are a spring 2016 commencement candidate and you have a grade of “I,” it must be resolved on or before May 10, 2016, or you will not be eligible for spring 2016 commencement.
5. If you want to participate in the spring 2016 commencement, you are required to complete the commencement participation form, which was mailed to you, and return it at the Grad Finale on your campus: Germantown, Humanities 007, April 19, 11 a.m.–3 p.m.; Takoma Park/Silver Spring, Charlene R. Nunley Student Services Building, 2nd floor, April 20, 11 a.m.–3 p.m.; and Rockville, Theatre Arts Arena, April 21, 11 a.m.–4 p.m. If you are unable to attend a Grad Finale, you must submit the commencement participation form by May 6, 2016, to the graduation coordinator at the campus to which you applied. Participation forms should not be mailed.
6. You should satisfy all financial obligations (tuition balances, parking tickets, etc.) on or before May 6, 2016.
7. If you are a Federal Stafford Loan and/or a Federal Direct Loan borrower, who is graduating and transferring or enrolling for less than six credits the following semester, you must complete the required Loan Exit Counseling by May 6, 2016 at [studentloans.gov](http://studentloans.gov). Federal TEACH Grant recipients must also complete Exit Counseling on [studentloans.gov](http://studentloans.gov). Submit printed confirmation of completion to the Office of Student Financial Aid on your campus along with the Loan Reference Document located on MyMC under the Financial Aid tab.

If you are a Federal Perkins Loan borrower, notify the Office of Business Services at 240-567-5333 regarding your change in enrollment status. Questions about your loan history should be directed to the Office of Student Financial Aid.

## Ceremony Information

1. You must have a cap and gown to participate in the ceremony. Academic regalia is available at the campus bookstores, which includes cap, gown, and tassel for a cost of \$35. You may also purchase invitations and honor cords at the bookstores. Advisers will distribute Phi Theta Kappa (PTK) stoles at the Grad Finale, commencement rehearsal, and on the morning of commencement.

You should purchase your academic regalia early to allow time for pressing or steaming to remove wrinkles. For information, call the campus bookstores—Germantown at 240-567-7877, Rockville at 240-567-5347, and Takoma Park/Silver Spring at 240-567-1522.

2. If your guests require disability-related accommodations, you should contact the Office of Special Events at 240-567-4026.
3. If you require disability-related accommodations, contact the Disability Support Services (DSS) Office on your campus or email [dss@montgomerycollege.edu](mailto:dss@montgomerycollege.edu).

### DSS Office

Germantown	240-567-7734
Rockville	240-567-5058
Takoma Park/Silver Spring	240-567-1485

4. Visit the Alumni Association tent to purchase a diploma frame or to pick up your preordered diploma frame. Proceeds benefit scholarships and programs for students and alumni. You can find diploma frame order forms in the back of this guide.

## Commencement Rehearsal – May 17

- Attend Commencement rehearsal Tuesday, May 17, 2016 at 2 p.m. in the large tent on the Rockville Campus Athletic Field (the rehearsal will take approximately an hour).
- When you arrive, check in at the designated campus registration table (the campus where you applied for graduation) to pick-up your name card.
- Your name card will also have a number. This number will assist in lining up graduates for the processional.
- Make sure your name is pronounced correctly. You should provide a phonetic spelling of your name at rehearsal. You should also pronounce your name to your campus reader at rehearsal.

**You must return your name card to your campus registration table after rehearsal.**

# Highlights and Deadlines

## Commencement 2016

Montgomery College's collegewide commencement ceremony takes place at 10 a.m., Friday, May 20, 2016, in the large white tent on the athletic field of the Rockville Campus. Indoor viewing areas are set up in the Theatre Arts Arena, Theatre Arts Building and Physical Education Center, Room 137A (small gym). The procession of graduates begins at 10 a.m. The ceremony lasts about two-and-a-half hours.

Each guest (all ages, including children/infants) is required to have a ticket. Please see page 6 for information on getting tickets for commencement. Guest seating is on a first-come, first-served basis. We respectfully request that families and guests be seated by 9:50 a.m. Entering and seating may be restricted during the processional. During the procession, ceremony, and recessional, we ask guests to please keep all aisles clear and to turn off all cell phones and pagers.

Strollers and large bags are not permitted in the tent. Please leave strollers at the secured area located outside the tent.

Degrees are conferred at the ceremony. However, the Office of Enrollment Services will notify you after the ceremony with the date that you can pick up your official diploma.

## Commencement Speakers

Montgomery College's commencement speakers are leaders from both the public and private sector, from education to business to the federal government.

In the past, speakers such as Norm Augustine, retired chairman and CEO of the board of the Lockheed Martin Corporation; Freeman Hrabowski III, president of the University of Maryland Baltimore County; Bob Levey, former *Washington Post* columnist; and Al Hunt, columnist for Bloomberg View, the editorial arm of Bloomberg News, and his wife, Judy Woodruff, co-anchor of PBS's "NewsHour," have addressed Montgomery College graduates and their families.

## Office of Enrollment Services

You should go to the Office of Enrollment Services and see the graduation coordinator with any questions related to eligibility requirements for commencement.

## **Alcohol Policy**

Alcoholic beverages are not permitted at the commencement ceremony, according to the Montgomery College Drug and Alcohol Prevention Policy. Please do not bring alcoholic beverages.

## **Cap and Gown Information**

Attend a Grad Finale to purchase your regalia. Or you can purchase your regalia at the bookstore on the campus where you applied for commencement. Members of Phi Theta Kappa should see their campus advisor to receive a stole for graduation.

## **Concessions**

Coffee, tea, hot chocolate, bottled juice, frozen strawberry smoothies, pastries, donuts, and candy will be sold beginning at 8 a.m. near the commencement tent. Please see the commencement site map in the center of this guide on pages 8–9.

## **Diplomas**

Degrees are conferred at the ceremony. If you pre-ordered a diploma frame at the Grad Finale, you should pick up your frame at the Alumni Association tent after the ceremony. All graduates will be notified when their diploma is ready for pick up from the Office of Enrollment Services.

## **First Aid**

A first aid station is located in the first aid tent near the commencement tent. Please see the commencement site map in the center of this guide on pages 8–9.

## **Parking**

All campus lots are open for the commencement ceremony; however, North Campus Drive is closed the day of commencement. You and your guests must enter the campus via Mannakee Street. Additional parking is available in the College's Lot 13, adjacent to the Montgomery County Public Schools lot on Mannakee Street. College security staff are available the day of commencement to direct you in parking.

Shuttle busses will be located throughout the parking lots to transport guests. Look for marked signs. Golf carts will also be available to transport guests who are in need of assistance from the parking lots to the commencement tent.

## **Photographs**

A professional photographer will photograph each of you as you receive your diploma on stage and will provide you with one complimentary 5" x 7" photo.

Individuals will not be permitted to photograph or stand in the aisle or side of the tent during the ceremony.

Classic Photography will take formal portraits of commencement candidates in commencement regalia at all Grad Finales. Call 410-203-1003 or visit [classic-photo.com](http://classic-photo.com) for more information.

## **Restrooms**

Portable restrooms are available adjacent to the commencement tent.

## **Security Office**

The Rockville Campus Safety and Security Office is located in 101 Counseling and Advising Building; their number is 240-567-5111.

## **Tickets**

Each eligible student who submits a Commencement Participation Form to his or her campus commencement coordinator at a Grad Finale is entitled to four tickets to commencement. Commencement tickets will be available for pickup at your campus Grad Finale, held at your campus.

Grad Finales are held at Germantown, Humanities 007, April 19, 11 a.m.–3 p.m.; Takoma Park/Silver Spring, Charlene R. Nunley Student Services Building, 2nd floor, April 20, 11 a.m.–3 p.m.; and Rockville, Theatre Arts Arena, April 21, 11 a.m.–4 p.m..

If you know that you will not need four tickets for commencement, please return the extra tickets immediately upon receipt.

If available, unused tickets for the commencement ceremony will be redistributed on a first-come, first-served basis at the tent guest entrance on commencement day.

## **Tobacco Policy**

Montgomery College is tobacco free. All tobacco products, including cigarettes and chewing tobacco, are prohibited from College property.



## Robing and Processional

For accommodations or assistance to fully participate in this event, please email the Disability Support Services Office at [dss@montgomerycollege.edu](mailto:dss@montgomerycollege.edu).

### Where to Assemble

Main Gym (PE 119), Physical Education Center, 8:30 a.m. Robing and lining up begins promptly at 8:30 a.m. on Friday morning. Refreshments will be served. Please leave your valuables with your guest or lock in your car.

### What to Wear

Men and Women: Wear dark comfortable shoes. High heels are not recommended. Remove wrinkles from your gown (read care instructions in package). Men: Wear white collar and tie.

### Phi Theta Kappa Stoles

If you are eligible for a Phi Theta Kappa stole and you have not received one by the day of commencement, you should report to the Phi Theta Kappa table in the main gym for instructions.

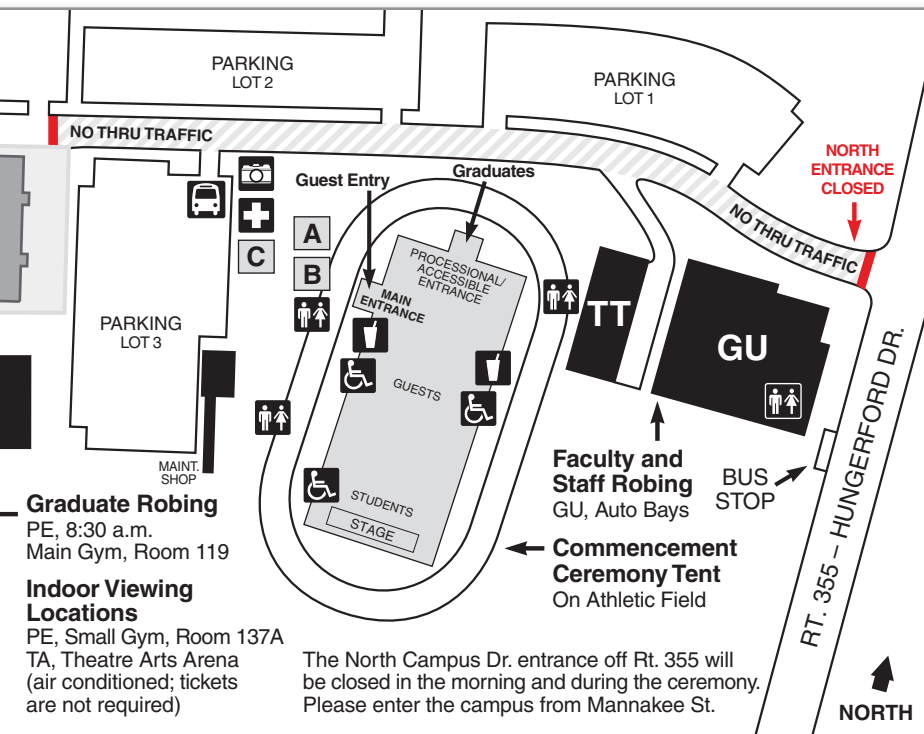
### Procession

Graduates will leave the large gym in pairs and be escorted down to the athletic field, in the following processional order—Workforce Development & Continuing Education, Germantown Campus, Takoma Park/Silver Spring Campus, and Rockville Campus.

Graduates will walk in pairs down the center aisle facing the stage until the usher separates the pairs into two lines. At that point, graduates on the right will proceed to the right of the main aisle, then toward the front. Graduates on the left will proceed to the left of the main aisle, then toward the front. The first few students of each line will file into the first row, and go to the last seat in the row toward the main aisle of that section. Ushers will indicate when to fill the next row.

When filing in during the processional, graduates will take their seats, then they will rise for the faculty procession and remain standing through the conclusion of the National Anthem. Graduates will then be seated in unison. Follow ushers for instructions during the ceremony.





## Rockville Campus Legend

- AR Paul Peck Art Building
- AT Amphitheatre
- CB Counseling and Advising Building (*Security Office*)
- CC Campus Center
- CH Child Care Center
- CS Computer Science Building
- HU Humanities Building
- MK Mannakee Building (*Central Services*)
- MT Gordon and Marilyn Macklin Tower (*Library*)
- MU Music Building
- NG North Garage (*under construction*)
- PA Robert E. Parilla Performing Arts Center
- SB South Campus Instruction Building (*Welcome Center*)
- SC Science Center

- SV Student Services Building (*Office of Enrollment Services*)
- SW Science Center West (*under renovation*)
- TC Technical Center
- TT Interim Technical Training Center

## Buildings for Event Use

### Graduate Robing

PE Physical Education Center  
(*Main Gym, Room 119*)

### Faculty and Staff Robing

GU Homer S. Gudelsky Institute for Technical Education (*Auto Bays*)

### Indoor Viewing

TA Theatre Arts Building  
(*Theatre Arts Arena*)

PE Physical Education Center  
(*Small Gym, Room 137A*)

For accommodations to fully participate in this event, email the Disability Support Services Office at [dss@montgomerycollege.edu](mailto:dss@montgomerycollege.edu).

# Ceremony and Recessional

## Presentation of Graduates

After the honorary degrees are awarded, Dr. Sanjay Rai, senior vice president for academic affairs, will present all of the graduates. All graduates will stand in unison and remain standing until College president Dr. DeRionne Pollard confers the degrees and Ms. Marsha Suggs Smith, board chair, awards the diplomas. Then, all graduates will be seated.

## Awarding of Degrees

Each campus provost will introduce their graduates and will say something like, “Will the members of the Workforce Development & Continuing Education Class of 2016 please come forward to receive their diplomas.” The first row of the group will stand up and file to the stage for their diplomas. Ushers will direct and assist graduates. The order for receiving degrees is Workforce Development & Continuing Education, Germantown Campus, Takoma Park/Silver Spring Campus, Rockville Campus.

To ensure a timely flow of graduates, an usher will signal to the graduates when they should stand and file out to receive their diplomas and assist them on their return to the aisle.

## Receiving Your Diploma

You will proceed to the stage via the main (center) aisle to the stairs on the right side (facing the stage). An usher will be there to help you. Those graduates sitting at the inside ends of each aisle should remain especially alert and watch for the usher’s signals.

When proceeding toward the stage to receive your diploma cover, give the card bearing your name to the reader at the stage. (The first student for each campus will be the Board of Trustees Scholar who is on the platform and needs to give the reader his or her card). Shake hands with Dr. Pollard, Dr. Rai, your campus provost, and your dean of students, who will hand you the diploma cover.

Proceed down the left set of stairs and return to your seat in the same row via the outside aisles (look for usher’s direction). Please be seated after you’ve returned to your seat.

**Please be sure to attend the May 17 commencement rehearsal, where all of these procedures will be reviewed.**

## **Indoor Viewing**

An indoor viewing area of the commencement ceremony is available in the Theatre Arts Arena, Theatre Arts Building and in the small gym in the Physical Education Center, Room 137A (small gym), for guests who wish to avoid the crowds, heat, sun, etc. This area is air conditioned and is recommended for elderly guests and guests with small children. No tickets are required for admission to the indoor viewing area.

The ceremony will broadcast live on the College's Montgomery County cable TV Channel 10 and live streamed on the College's website. Visit the MC web page, [montgomerycollege.edu/commencement](http://montgomerycollege.edu/commencement) for the webcast link. The commencement broadcast will also be posted on the College's YouTube channel several days after the event.

## **Recessional**

The recessional follows the induction of graduates into the Alumni Association. Graduates will exit in pairs down the center aisle (one from the left, one from the right—watch for the usher's signals) in the following order:

- Platform guests (those seated on the stage)
- Administrators, faculty, and staff
- Deans of student services (in pairs)
- Graduates

If you keep moving, your guests will be able to follow. You should plan to meet your guests outside the ceremony area after commencement.

Following commencement, you will be notified when diplomas will be ready for pickup at the Office of Enrollment Services where you applied for commencement—estimated some time in July. If you pre-ordered a diploma frame at the Grad Finale, pick up your frame immediately following commencement at the Alumni Association tent. If you do not pick up your pre-ordered diploma frame on the day of the event by 1:30 p.m., please visit the Alumni Association office located at 40 West Gude Drive, Suite 110, Rockville, MD 20850 the next week after commencement, to pick up your frame.

## Tips for Commencement Day

- Students report for robing at 8:30 a.m. to the PE Building.
- Guest seating in the commencement tent is first-come, first-served. Plan for your family and guests to arrive early. Each guest must have a ticket to enter the commencement tent, which opens at 8 a.m.
- The ceremony will take place in the large white tent on the athletic field of the Rockville Campus—rain or shine.
- The ceremony will air in satellite locations at the Theatre Arts Arena, Theatre Arts Building and in the small gym in the Physical Education Building. These areas are air conditioned and do not require commencement tickets for admission.
- Before the ceremony, establish a place (such as the Alumni tent) or your car to reunite with your family and guests when the ceremony concludes.
- Your family and guests must be seated in the tent by 9:50 a.m. Entrance to the tent during the processional is restricted.
- During the procession and ceremony, your guests should remain in their seats to keep the aisles clear.
- The procession of graduating students will begin promptly at 10 a.m.
- For the safety of all guests, bags larger than 5½" x 8½" x 2½" are prohibited in the tent. All bags and containers are subject to search by security personnel.
- Seating for you or your guests with disabilities is available in the commencement tent. Students with disabilities will have priority. Please consult the ushers for directions.
- Your family and guests will receive a commencement program as they enter the tent. Your program will be placed on your seat.
- Bottles of water are provided during the ceremony. Other food and beverages are available for purchase. See the commencement site map on pages 8–9 for specific locations.
- At the conclusion of the ceremony, your family and guests should remain in their seats until the recession of ceremony participants is complete.
- The ceremony will broadcast live on the College's Montgomery County cable TV Channel 10 and live streamed on the College's website. Visit [montgomerycollege.edu/commencement](http://montgomerycollege.edu/commencement) for the webcast link or visit [new.livestream.com/montgomerycollegelive/commencement](http://new.livestream.com/montgomerycollegelive/commencement). The commencement broadcast will also be posted on the College's YouTube channel several days after the event.
- The ceremony will be approximately three hours in length.

## Alumni Association Commencement Services

The Alumni Association provides several services to you and your family and guests on the day of the ceremony, while supplies last. All proceeds from sales benefit the many scholarships and programs of the Alumni Association.

### **Commencement Flower Bouquets**

The Alumni Association will be selling double orchid leis and roses in half- and full-dozen bouquets. Look for representatives stationed in the parking lots and at the entrance to the Commencement tent. Graduating students may not wear or carry flowers in the tent.

### **Commemorating Your Commencement**

Following the ceremony, visit the Alumni Association tent:

- Purchase the perfect display for your new diploma—an elegant silver-tone or black metal frame, a dark espresso wood frame, or a mahogany frame. (See the next page for description and inside back cover for order form.)
- Pick up the latest copy of *Insights*, the Alumni Association magazine.
- Activate your membership in the Alumni Association, free of charge, and receive many member benefits. (See pages 15–16 for membership form.)

### **Stay Connected to MC after Commencement**

By joining the Alumni Association, you can take advantage of benefits, keep plugged into the College, and maintain your relationship with MC. All former students are eligible to join *free of charge!* Your provisional membership was reserved when you filed for commencement. As a member, you'll receive these special benefits:

- Free subscription to the MC Alumni magazine, *Insights*
- 15 percent fee reduction on pool passes, Takoma Park/Silver Spring Campus racquetball court fee, library privileges
- Reduced ticket rates at the Robert E. Parilla Performing Arts Center at the Rockville Campus and the Takoma Park/Silver Spring Campus Cultural Arts Center
- Exclusive access to free Alumni Association-sponsored continuing education seminars each year
- Eligibility to join the Educational Systems Federal Credit Union and Maryland State Employees Credit Union

- Reduced rates on auto and home insurance through Liberty Mutual
- Discounts and additional benefits and services with seven different car rental companies (drivers must be 21 years of age) and with Choice Hotels
- Reduced rates to join Smithsonian Associates

## **Commencement Mementos**

### **Diploma Frames**

Diploma frames feature an outside color mat in a selection of College colors, embossed with the official Montgomery College logo. Silver-tone metal frames are available for \$50, including tax; and black metal frames are \$55, including tax. Dark espresso wood and briarwood finish frames, featuring a double mat, are available for \$110, including tax. A limited supply of rich mahogany wood frames with triple mat is available for \$150, including tax. If you order a frame at the Grad Finale, your frame will be ready for pick up at the MC Alumni tent following the ceremony. Sample frames are on display at each campus's Grad Finale.

### **Activate Your Membership**

Fill out the Alumni Association Membership Form on opposite page, detach the form from this booklet, and give your completed form to an Alumni Association representative at the alumni table at the Grad Finale. Or mail your completed form to:

Montgomery College Alumni Association  
40 West Gude Drive, Suite 110  
Rockville, MD 20850

### **More Information**

Visit [montgomerycollege.edu/alumni](http://montgomerycollege.edu/alumni) or call 240-567-5378 for more information about alumni activities and events.



# Alumni Association Information Form

Bring this completed form to the Alumni Association table at the Grad Finale or following commencement.

Student ID No. M \_ \_ \_ \_ \_

Method of Contact:

I wish to receive announcements or notification of special events from the Alumni Association via email at the email address(es) below. (Please check preferred email address.)

Personal email address: \_\_\_\_\_

Business email address: \_\_\_\_\_

I prefer to be contacted by US Mail.

Name \_\_\_\_\_

Name used while attending MC \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_  
home work fax

Year graduated or last attended MC \_\_\_\_\_ Campus \_\_\_\_\_

After attending Montgomery College, I plan to:

Continue my studies at \_\_\_\_\_  
Major/Degree \_\_\_\_\_

Enter the workforce  
Profession \_\_\_\_\_  
Employer \_\_\_\_\_  
Business address \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

*Continues on next page*

Do you have any relatives who graduated from or attended MC?

No  Yes, as listed below.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Would you be willing to volunteer for:

- special events
- addressing and stuffing envelopes or other clerical tasks
- Montgomery College Speakers Bureau
- employer to host table at career fair
- student recruitment
- appearance before state and county officials on MC's behalf
- fundraising
- relative to specific issues and other legislative initiatives
- phonathon caller

Would you be interested in employing MC students by:

- hiring an intern
- summer employment
- cooperative education

What type(s) of alumni activities would you be interested in?

- music and theatre events
- art events
- athletic events
- group travel programs
- golf
- workshops or lectures
- other (please specify) \_\_\_\_\_

Comments, suggestions, ideas:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

*This form may also be mailed to the Montgomery College Alumni Association, 40 West Gude Drive, Suite 110, Rockville, MD 20850*





The Pepsi Bottling Group  
is a proud sponsor of  
Montgomery College's  
2016 Commencement