



Montgomery College Commencement Guide

Class of 2009

*A Student's Guide to
Preparing for Graduation*



Congratulations, Class of 2009!

This Commencement Guide contains information about Montgomery College's collegewide commencement ceremony on May 22, 2009, 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 frequently check the Montgomery College Web site at www.montgomerycollege.edu/commencement or My MC for additional details and updated information. This guide will also be available in PDF format on My MC.

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

Inside this Guide

Preparing for Graduation . . .	2-3
Highlights and Deadlines . . .	4-6
Robing, Processional, and Recessional . . .	7-9
Commencement Site Map . . .	10-11
Tips for Commencement Day . . .	12
MC Alumni Association Graduation Services . . .	13-14
Alumni Association Membership Form . . .	15-16
Diploma Frame and Video Form . . .	17
Graduation Participation Form . . .	19

Preparing for Graduation

Academic and Financial Requirements

1. To qualify as a candidate for a degree of associate of arts, fine arts, science, applied studies, 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 graduation at Montgomery College, you must have your transcript(s) on file in the Admissions and Enrollment Management Office on or before May 1, 2009.
4. If you are a spring 2009 graduation candidate and you have a grade of “I,” it must be resolved on or before May 12, 2009, or you will not be eligible for spring 2009 graduation.
5. If you want to participate in the spring 2009 graduation, you are required to complete the Graduation Participation Form on page 19 and return it at the Grad Finale in mid-April or at the Admissions table in the bookstore on May 6 or 7, noon–2 p.m. or 4:30–6:30 p.m.
6. You should satisfy all financial obligations (tuition balances, parking tickets, etc.) on or before May 1, 2009.
7. If you are a Federal Stafford Student Loan borrower and you are graduating or transferring, you must complete the required Exit Loan Counseling by May 7, 2009, at www.montgomerycollege.edu/finaid. Follow the instructions for Exit Loan Counseling. If you have questions regarding your loan history, contact 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 for \$28.95, which includes cap, gown, and tassel. 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 240-567-7489.
3. If you require disability-related accommodations, call Chanel Riley, program assistant in the Office of Disability Support Services (DSS), at 240-567-5058, or contact the DSS Office on the campus you attend, or e-mail dss@montgomerycollege.edu.

DSS Office	Voice	TTY*
Germantown	240-567-7767	301-540-2133
Rockville	240-567-5058	301-294-9672
Takoma Park/ Silver Spring	240-567-1480	301-587-7207

*TTY numbers are for deaf and hard-of-hearing students only.

4. If you want to carry or wear flowers on your graduation day, the MC Alumni Association will sell double orchid leis and roses in half- and full-dozen bouquets just outside the entrance to the commencement tent the day of the ceremony, while supplies last. Proceeds benefit scholarships and programs.
5. If you want a lasting memory of graduation, the MC Alumni Association will also sell graduation videos and diploma frames. See page 17 for order form. Stop by the MC Alumni Association table in the reception tent, after the ceremony to pick up or place an order.

Graduation Rehearsal – May 19

Graduation rehearsals are scheduled for Tuesday, May 19, 2009, at the Theatre Arts Arena, Rockville Campus. Each session will last about 90 minutes. Please attend the rehearsal time for your campus.

Germantown Campus and Takoma Park/Silver Spring Campus	1 p.m.
Rockville Campus and Workforce Development & Continuing Education	3 p.m.

If you are unable to attend the rehearsal at the scheduled time, please be sure to attend the alternate rehearsal. This is your final opportunity to confirm your plans to march and to participate in graduation. At rehearsal, make sure that your name is pronounced correctly and that you are lined up in alphabetical order. Write the phonetic pronunciation of your name on your name card to assist the readers. At graduation, your name card will have a number placed on it, which will assist in lining up graduates alphabetically. Leave your name card at the conclusion of rehearsal!

Highlights and Deadlines

Commencement 2009

Montgomery College's collegewide commencement ceremony takes place at 10 a.m., Friday, May 22, 2009, in the large white tent on the athletic field of the Rockville Campus. An indoor viewing area is set up in the Theatre Arts Arena, Theatre Arts Building. 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. 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 are not permitted in the tent. Please leave strollers at the secured area located outside the tent.

Degrees are conferred at the ceremony; diplomas are picked up after the ceremony at the Admissions and Enrollment Management table.

Commencement Speakers

Montgomery College's commencement speakers are leaders from both the public and private sector, from education to business to the federal government. This year's commencement speaker is Ms. Suzanne M. Malveaux, White House correspondent for CNN.

In the past, speakers such as Freeman Hrabowski III, president of the University of Maryland Baltimore County; Wendy Thompson, general manager of the Spanish-language television network Telemundo; Bob Levey, *Washington Post* columnist; and Al Hunt, Washington's managing editor of Bloomberg News and a panelist on CNN's "The Capital Gang," and his wife, Judy Woodruff, CNN's former prime anchor and senior correspondent, have addressed Montgomery College graduates and their families.

Admissions and Enrollment Management

You should go to the Office of Admissions and Enrollment Management and see the graduation coordinator with any questions.

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

Be sure to pick up your cap and gown from the bookstore on the campus where you applied for graduation, in order to receive the correct color tassel. The cap, gown, and tassel are \$28.95; honor cords are \$12.95.

Concessions

MC Cafe will serve coffee, tea, hot chocolate, bottled juice, frozen strawberry smoothies, pastries, donuts, and candy, beginning 7 a.m. near the commencement tent. Please see the commencement site map in the center of this guide on pages 10–11.

Diplomas

Following the graduation ceremony, you should pick up your diploma in the Admissions and Enrollment Management table located in the reception tent. Diploma pick-up will be available until 1:30 p.m.

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 10–11.

Parking

All campus lots are open for the commencement ceremony; however, North Campus Drive is closed the day of graduation. You and your guests must enter the campus via Mannakee Street. Due to construction of the new science center, parking is limited. However, additional parking is available in the College's Lot 13, adjacent to the Montgomery County Public School lot on Mannakee Street. College security staff are available the day of commencement to assist with parking needs.

College staff will be driving golf carts to transport guests who are in need of assistance from the parking lots to the graduation tent. A shuttle will also provide service to the outermost parking lots before and after the commencement ceremony.

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. You can also purchase a professional video of the ceremony from the Alumni Association on the day of the event or complete the enclosed form (page 17).

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 graduation candidates in commencement regalia at all Grad Finales. Call 410-203-1003 or visit www.classic-photo.com for more information.

Reception

A reception follows immediately after the ceremony in the white tent in the parking lot across North Campus Drive.

Restrooms

Portable restrooms are available adjacent to the graduation 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 Graduation Participation Form to their campus commencement coordinator is entitled to four tickets to commencement. Commencement tickets will be available for pickup at your campus Grad Finale and your campus bookstore.

Grad Finales are held at Germantown, April 14, 11 a.m.–3 p.m., 007 Humanities; Rockville, April 15, 11 a.m.–4 p.m., Bookstore; and Takoma Park/Silver Spring, April 16, 11 a.m.–3 p.m., Bookstore

Tickets are available for pickup at your campus bookstore on May 6 and 7, noon–2 p.m. and 4–6 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. If you need extra tickets, please visit www.montgomerycollege.edu/commencement and click on “Tickets” during the week of May 11–15.

Tobacco Policy

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

Robing, Processional, and Recessional

For accommodations or assistance to fully participate in this event, please call Disability Support Services at 240-567-5058 or 301-294-9672 (TTY).

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 valuables (cameras, purses, etc.) behind; you can't keep them with you. Remember to bring combs, cosmetics, and hair/safety pins. Cell phones and pagers must be turned off during the ceremony.

What to Wear

Men and Women: Wear dark shoes. Remove wrinkles from your gown (read care instructions in package). Men: Wear white collar and tie. Women: Bring detachable white collar from regalia package (sewing the collar on the gown will allow for a smoother fit).

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 Admissions 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 will separate 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 remain standing until the conclusion of the National Anthem. Graduates will then be seated in unison.

Presentation of Graduates

After the honorary degrees are awarded, Dr. Mary Kay Shartle-Galotto will present all of the graduates. All graduates will stand in unison and remain standing until Dr. Brian Johnson confers the degrees and Ms. Roberta Shulman, 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 2009 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. Johnson, Ms. Shulman, 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 graduation 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, for those who wish to avoid the crowds, heat, sun, etc. These areas are air conditioned and are recommended for guests with small children. No tickets are required for admission to the indoor viewing area.

The ceremony will also broadcast on the College’s Cable TV channel and be available the following week on the Web. Visit the MC Web page at www.montgomerycollege.edu/commencement for the Webcast link.

Recessional

The recessional follows the induction of graduates into the MC 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 development (in pairs)
- Graduates

If you keep moving, your guests will be able to follow. You should plan to meet your guests at the reception tent located on the parking lot across from the tennis courts. Please see the commencement site map in the center of this guide on pages 10–11.

Immediately following commencement, pick up your diploma at the Admissions and Enrollment Management table (Rockville and Workforce Development & Continuing Education, Germantown, and Takoma Park/Silver Spring) located in the reception tent. The event ends at 12:30 p.m. If you do not pick up your diploma on the day of the event by 1:30 p.m., please visit the campus Admissions and Enrollment Management Office where you applied for graduation, the next week after commencement, to pick up your diploma.

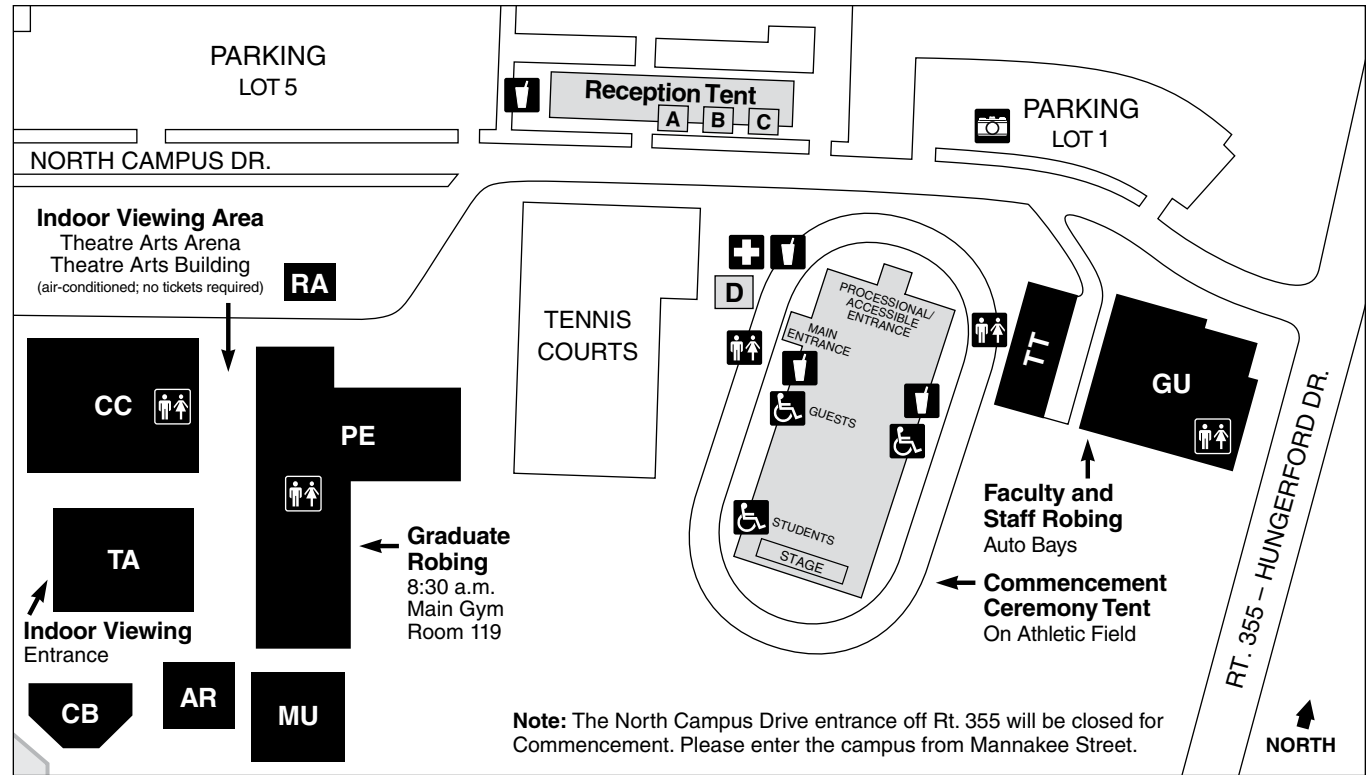
Montgomery College Commencement 2009

May 22, 10 a.m., Rockville Campus

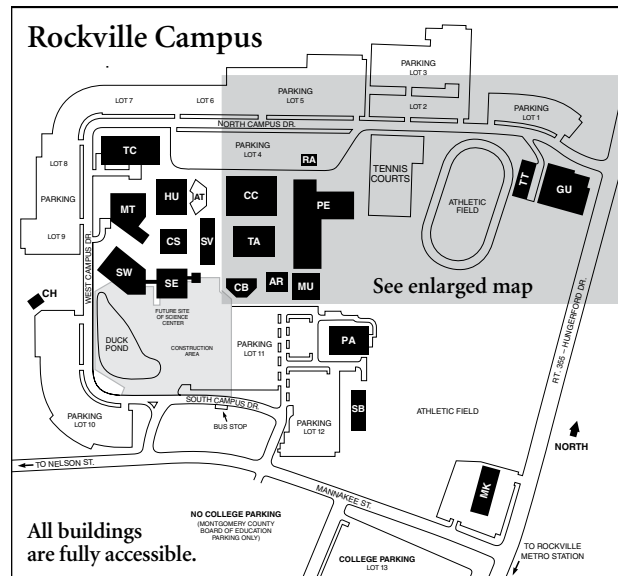
Commencement Site Legend

- A** Bookstore Table
(cameras, t-shirts, snacks, etc.)
- B** Admissions and Enrollment
Management Table (diploma pick-up)
- C** MC Alumni Association Table
(diploma framing, commencement
videos, membership information,
flowers, and notecards)
- D** MC Cafe Concession Stand
- +** First Aid Station **♿** Special Seating
- ♿** Restrooms **♻** Water Station
- 📷** Photography Area

Indoor viewing is available in the Theatre Arts Arena, Theatre Arts Building.



Note: The North Campus Drive entrance off Rt. 355 will be closed for Commencement. Please enter the campus from Mannakee Street.



Location

Rockville Campus is located at the corner of Route 355 and Mannakee Street. North Campus Drive is closed the day of the event.

Special Needs

For accommodations to participate in this event, call 240-567-5058; TTY 301-294-9672.

Information

Call 240-567-5310.

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
- GU Homer S. Gudelsky Institute for Technical Education
- HU Humanities Building
- MK Mannakee Building (Central Administration, MC Alumni Office)
- MT Gordon and Marilyn Macklin Tower
- MU Music Building

- PA Robert E. Parilla Performing Arts Center
- PE Physical Education Center (graduate robing)
- RA Rockville Annex
- SB South Campus Instruction Building
- SE Science Building East
- SV Student Services Building (Admissions and Enrollment Management Office)
- SW Science Building West
- TA Theatre Arts Building (indoor viewing in Theatre Arts Arena)
- TC Technical Center
- TT Interim Technical Training Center (faculty/staff robing)

Tips for Commencement Day

- 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.
- The procession of graduating students will begin promptly at 10 a.m.
- Your family and guests must be seated in the tent by 9:50 a.m. However, the tent opens at 8 a.m.
- During the procession and ceremony, your guests should remain in their seats to keep the aisles clear.
- At the conclusion of the ceremony, your family and guests should remain in their seats until the recession of ceremony participants is complete.
- Before the ceremony, establish a place to reunite with your family and guests when the ceremony concludes.
- 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 a satellite location at the Theatre Arts Arena, Theatre Arts Building. This area is air conditioned and does not require commencement tickets for admission.
- The ceremony will broadcast on the College's Cable TV channel and the following day on the Web. Visit the MC Web page at www.montgomerycollege.edu/commencement for the Webcast link.
- Bottles of water are provided during the ceremony. See the commencement site map on pages 10–11 for specific locations.
- Bring combs, cosmetics, and hair/safety pins.
- Your family and guests will receive a commencement program as they enter the graduation tent. Your commencement program will be placed on your seat.
- Seating for you or your guests with disabilities is available in the graduation tent. Students with disabilities will have priority. Please consult the ushers for directions.

MC Alumni Association Graduation Services

The MC 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 MC 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.

Commemorating Your Graduation

Following the ceremony, visit the MC Alumni Association table located in the reception tent:

- Frame your diploma instantly with an elegant gold-tone metal frame, a walnut frame, or a mahogany frame. (See the next page for description and page 17 for order form.)
- Place an order for the Commencement 2009 DVD video. (See the next page for description and page 17 for order form.)
- Pick up the latest copy of *Insights*, the Alumni Association magazine.
- Join the MC Alumni Association, free of charge, and receive many member benefits. (See pages 15–16 for membership form.)

Stay Connected to MC after Graduation

Join the MC Alumni Association and take advantage of benefits, keep plugged into the College, and maintain your relationship with MC. We invite all former students to join *free of charge!* 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, conference room rentals
- Reduced ticket rates at the Robert E. Parilla Performing Arts Center
- Child care services at each campus (on a space-available basis)
- 15 percent discount on all merchandise at MC bookstores, excluding textbooks and software
- One free Montgomery College Alumni Association-sponsored seminar offered each year

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 relative to specific issues and other legislative initiatives
- fundraising
- 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:

Signature _____ Date _____

Forms may also be mailed to the Montgomery College Alumni Association, 900 Hungerford Drive, Suite 200, Rockville, MD 20850

Diploma Frame and Video Order Form

Name _____ Campus _____

Student ID No. M _ _ _ _ _

Address _____

City _____ State _____ Zip Code _____

Telephone (day) _____ (evening) _____

E-mail address _____
personal business

Item	Qty.	Unit Cost	Total
------	------	-----------	-------

Select a diploma frame style and outside mat color as listed below.

- gold-tone metal (single mat) _____ \$45.00 \$ _____
 black blue burgundy green
- walnut wood (double mat) _____ \$65.00 \$ _____
 black blue burgundy green
- mahogany wood (triple mat) _____ \$120.00 \$ _____
(burgundy only)

I will pick up framed diploma(s) at

- Commencement
- MC Alumni Office

Commencement video (DVD) _____ \$35.00 \$ _____

Please mail video(s) _____ \$5.00 \$ _____
(Add \$5 for shipping and handling)

Mail to: _____

I will pick up video(s) in the MC Alumni Office.

TOTAL \$ _____

Check enclosed made payable to the MC Alumni Association

VISA MasterCard Card # _____

Name on Card _____ Exp. Date _____

Billing Address _____

_____ CVV Code _____

Signature _____ Date _____

Forms may also be mailed to the Montgomery College Alumni Association, 900 Hungerford Drive, Suite 200, Rockville, MD 20850

Graduation Participation Form

Montgomery College Admissions and Enrollment Management

This form must be completed by all graduates who plan to participate in the spring 2009 graduation ceremony.

Name _____
(Please print clearly)

Student ID No. M _ _ _ _ _

Daytime Telephone Number _____
(include area code)

E-Mail Address _____

I would like my name announced at the ceremony as follows:

(Please print clearly)

Check one of the following.

- I graduated in the summer 2008 I graduated in the fall 2008
 I will graduate in spring 2009

Check the campus where you applied for graduation.

- Germantown Campus
 Rockville Campus
 Takoma Park/Silver Spring Campus
 Workforce Development & Continuing Education (Rockville)

Return completed form at Grad Finale or to the bookstores.

Return this form at the Grad Finale on your campus:

Germantown, April 14, 11 a.m.–3 p.m.

Rockville, April 15, 11 a.m.–5 p.m.

Takoma Park/Silver Spring, April 16, 11 a.m.–3 p.m.

Or, return form to the Admissions table in the campus bookstores:

May 6 and 7, 12–2 p.m. and 4–6:30 p.m.

If you require disability-related accommodations to participate in the ceremony, call 240-567-5058 or TTY 301-294-9672.

Jostens Hosts Grad Finale at Montgomery College

Grad 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 Graduation Participation Form, choose your college ring, order personalized graduation announcements, purchase your cap and gown, and have your portrait taken by Classic Photography and leave with your proofs.

You are entitled to four guest tickets to commencement with the submission of a Graduation Participation Form to your campus coordinator. Pick up your tickets at the Grad Finale on your campus:

Germantown Campus

007 Humanities, April 14, 11 a.m.–3 p.m.

Rockville Campus

Bookstore, April 15, 11 a.m.–5 p.m.

Takoma Park/Silver Spring Campus

Bookstore, April 16, 11 a.m.–3 p.m.

Grad Finale is your day. Enjoy it!





The Pepsi Bottling Group
is a proud sponsor of
Montgomery College's
2009 Commencement