



# Montgomery College Commencement Guide

Class of 2023





## Congratulations, Class of 2023!

This Commencement Guide contains information about Montgomery College's collegewide commencement ceremony on May 19, 2023, 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 your [montgomerycollege.edu](mailto:montgomerycollege.edu) email and the Montgomery College website frequently at [montgomerycollege.edu/commencement](https://montgomerycollege.edu/commencement) or MyMC for additional details and updated information. This guide will also be available in PDF format at [montgomerycollege.edu/commencement](https://montgomerycollege.edu/commencement).

For questions or additional copies of this guide, contact the Office of Special Events at [events@montgomerycollege.edu](mailto:events@montgomerycollege.edu).

### Inside This Guide

Preparing for Commencement . . . . .	2-3
Commencement 2022 . . . . .	4-6
Robing and Processional . . . . .	7
Commencement Site Map . . . . .	8-9
Ceremony and Recessional . . . . .	10-11
Tips for Commencement Day . . . . .	12
Alumni Association Commencement Services . . . . .	13-14
Alumni Association Information Form. . . . .	15-16
Diploma Frame Order Form . . . . .	inside back cover

*While we have made every effort to provide the most current and accurate details regarding the commencement ceremony, the **information** in this document is **subject to change** without notice. Please visit [montgomerycollege.edu/commencement](https://montgomerycollege.edu/commencement) for the most up-to-date information.*

# Preparing for Commencement

## Academic and Financial Requirements

1. Only students who have applied for graduation and have met the specific requirements for their declared major in the summer or fall of 2022 or the spring of 2023 are eligible to participate in the graduation ceremony.
2. To qualify as a candidate for a degree of associate of arts, fine arts, science, applied science, associate of arts in teaching, a certificate, or a letter of recognition as appropriate, you must complete all courses required in the curriculum. Alternative courses, other than those specifically required, must be approved by your academic advisor, the registrar, and in some cases, the Academic Appeals Committee.
3. **ALL STUDENTS GRADUATING MUST HAVE A MINIMUM CUMULATIVE GRADE POINT AVERAGE OF 2.00.** A candidate whose overall final grade point average equals or exceeds 3.5 will graduate "with honors." Potential spring 2023 graduates must have a 3.5 or higher grade point average by the end of the fall 2022 semester to be recognized "with honors" at the commencement ceremony.
4. Students transferring credits from another college to fulfill requirements for graduation at Montgomery College must have their official transcript(s) on file in the Office of Records and Registration on or before May 6, 2023.
5. Students should satisfy all financial obligations (tuition balances, parking tickets, etc.) on or before May 6, 2023.
6. Spring 2023 Potential Graduates: Participating in the commencement ceremony does not constitute conferral of a degree, nor does it imply an obligation on the part of the College to award a degree before all graduation requirements have been met and certified.
7. If you are a Federal Stafford Loan and/or a Federal Direct Loan borrower who is graduating, transferring, or both, you must complete the required Loan Exit Counseling at [montgomerycollege.edu/\\_documents/paying-for-college/financial-aid/evergreen/exit.pdf](https://montgomerycollege.edu/_documents/paying-for-college/financial-aid/evergreen/exit.pdf).

## Ceremony Information

1. You must have a cap and gown to participate in the ceremony. Academic regalia is available at the campus bookstores and at grad fairs. It includes cap, gown, and tassel for a cost of \$37.50. You may also purchase honor cords at the bookstores. Advisors will distribute Phi Theta Kappa (PTK) stoles at the grad fair and commencement rehearsal.

You should purchase your academic regalia early to allow time for pressing or steaming to remove wrinkles. For information, call the campus bookstores at 240-567-5302.

2. If you or your guests need a disability accommodation for the commencement ceremony, please email your request to [accessibility@montgomerycollege.edu](mailto:accessibility@montgomerycollege.edu) at least two weeks prior to commencement.
3. Visit the Alumni Association tent following the ceremony to purchase flowers. Proceeds benefit scholarships and programs for students and alumni.
4. You will get your graduate card when you check in the morning of your ceremony.
5. Your name card will also have a number. This number will assist in lining up graduates for the processional.

## Commencement Rehearsal–Tuesday, May 16, 2 p.m.

Attend commencement rehearsal Tuesday, May 16, 2023. Rehearsal begins at 2 p.m. on the Rockville Campus under the Commencement tent (the rehearsal will take approximately an hour).

# Commencement 2023

## Event Details

The collegewide commencement ceremony take place—rain or shine (the College will provide free rain ponchos)—at 10 a.m., Friday, May 19, 2023, on the athletic field at the Rockville Campus. The procession of graduates begins at 10 a.m. The ceremony lasts about two hours.

There will be guest seating in the commencement tent for up to two (2) guests per graduate. Tickets will be required and scanned at the guest entrance. Please do not duplicate tickets. Indoor viewing areas are set up in the Robert E. Parilla Performing Arts Center and the small gym in the Physical Education Center to watch the livestream. We respectfully request that families and guests be seated by 9:50 a.m. Entering and seating will be restricted during the processional. During the procession and ceremony, we ask guests to please keep all aisles clear and to silence all cell phones.

Strollers, umbrellas, and large bags are not permitted in the guest seating area. Please leave strollers at the secured area located near the guest entrance and leave large bags locked securely in your vehicle.

## 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 Fair to purchase your regalia and or honor cord. Or you can purchase your regalia at the bookstore on any campus or directly from the [Jostens'](#) website. Members of Phi Theta Kappa should see their campus advisor to receive a stole for graduation.

## Commencement Video

Commencement will be cablecast live on MCTV, available on cable TV in Montgomery County: in HD on Comcast Channel 998 & RCN Channel 1059, and in SD on Corona Montgomery Channel 10 on Comcast and Verizon.

The ceremony will be rebroadcast on both channels. For dates and times, visit [mctv.info](http://mctv.info).

Commencement will stream live at [montgomerycollege.edu/commencement](http://montgomerycollege.edu/commencement), on MC's YouTube channel at [youtube.com/montgomerycollege](http://youtube.com/montgomerycollege), and on MC's Facebook page at [facebook.com/montgomerycollege](http://facebook.com/montgomerycollege). The ceremony and additional MCTV commencement coverage will be archived on MC's YouTube channel.

## **Concessions**

Water will be available. The concessions stand near the guest entrance will be open for refreshment purchases.

## **Diplomas**

Degrees are conferred at the ceremony. Participating in the commencement ceremony does not constitute conferral of a degree, nor does it imply an obligation on the part of the College to award a degree before all graduation requirements have been met and certified. After certifications have been completed in the summer, you will receive correspondence regarding when your diploma will be mailed to you.

## **Office of Records and Registration**

Go to the Office of Records and Registration and see the graduation coordinator with any questions related to eligibility requirements for commencement.

## **First Aid**

A first aid station is located in the first aid tent near the commencement tent. See the commencement site map.

## **Parking**

Lot 1 is reserved for VIP and disabled parking. Lot 3 will be closed on the day of commencement. College public safety staff, county police officers, and crossing guards will be available during the ceremonies to direct traffic to drop off and parking locations. Golf carts will be available to transport guests who are in need of assistance from the parking lots to the commencement area.

## **Photographs**

A professional photographer will take formal portraits of commencement candidates in commencement regalia at all Grad Fairs.

At the ceremony a professional photographer will photograph each of you as you receive your diploma cover 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 during the ceremony.

**Public Safety Office**

The Rockville Campus Public Safety Office is located in the Long Nguyen and Kimmy Duong Student Services Center; their number is 240-567-3333.

**Restrooms**

Portable restrooms are available adjacent to the event space and the nearby campus buildings.

**Social Media**

The official commencement hashtag is #MCGrad2023.

**Tobacco and Electronic Cigarette Policy**

The use of all tobacco and electronic cigarette products is prohibited on any Montgomery College property.

# Robing and Processional

For accommodations or assistance to fully participate in this event, please email [accessibility@montgomerycollege.edu](mailto:accessibility@montgomerycollege.edu) at least two weeks before your ceremony or come to the rehearsal.

## 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 each morning. Please leave your valuables with your guest or lock them in your car.

## What to Wear

Men and Women: Wear dark, comfortable shoes. Remove wrinkles from your gown (read care instructions in package). Men: Wear white collared dress shirt and tie.

## What Not to Wear

High heels are not recommended. Wear low-heeled shoes. Only honors cords and Phi Theta Kappa stoles are allowed to be worn outside of the black gown at Commencement. All other adornments should be worn under your black gown until after the ceremony has concluded.

## Phi Theta Kappa Stoles

If you are eligible for a Phi Theta Kappa stole, please contact your advisor. Stoles will be distributed at the Grad Fairs and rehearsal. They will not be available the day of your ceremony.

## Procession

Graduates will leave the main gym in pairs and will be escorted to the ceremony, in alphabetical order.

Graduates will walk in pairs down the main aisle toward the stage. Following instructions from the ushers, students of each line will file into the rows, and go to the last empty seat in the row toward the main aisle of that section. Students should immediately sit down. Ushers will indicate when to fill the next row.

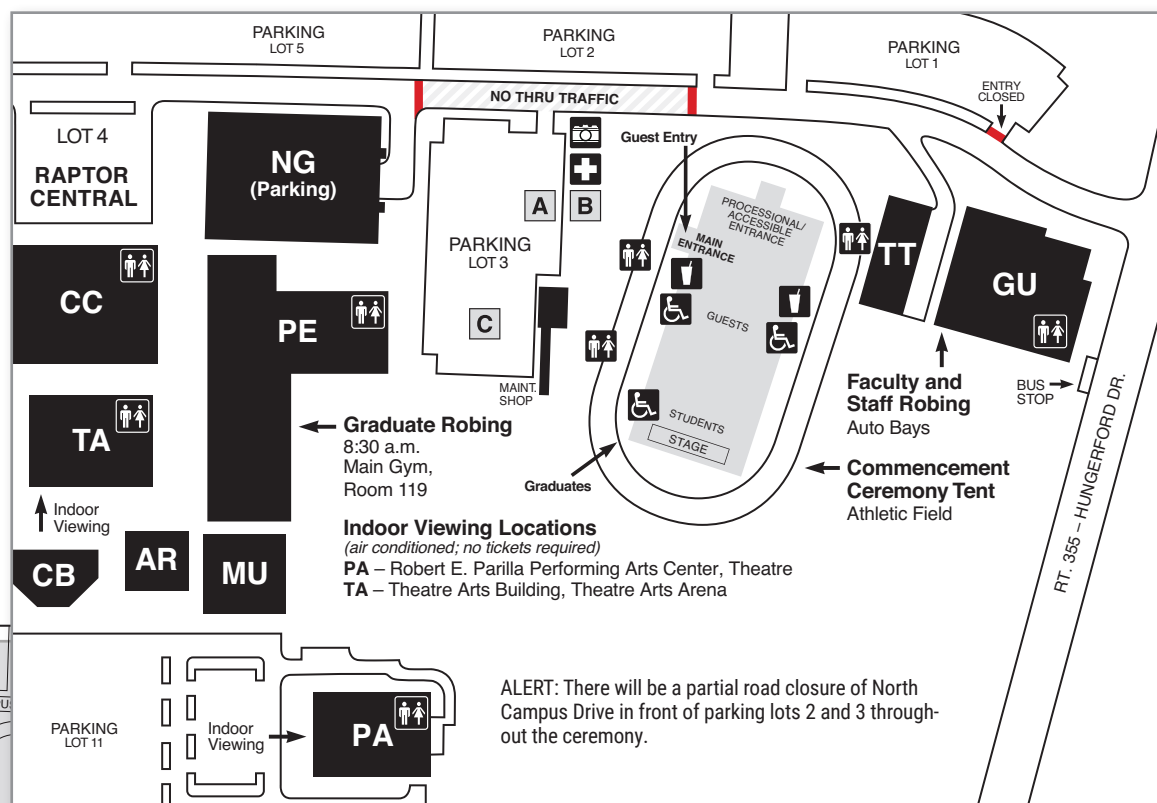
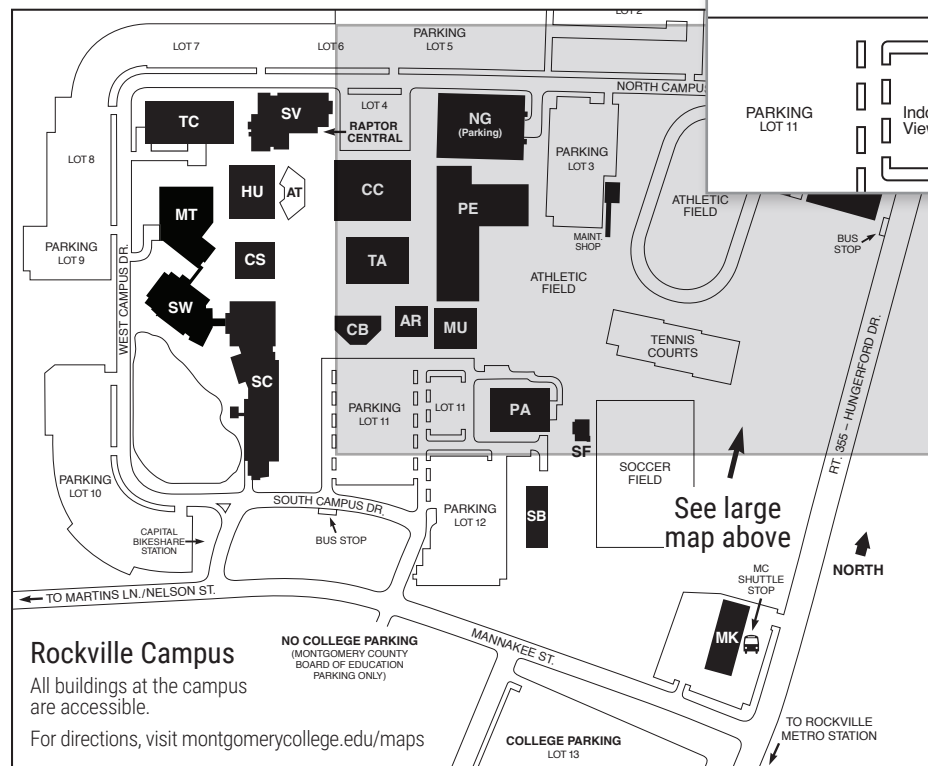
When filing in during the processional, graduates will take their seats, then they will rise for the faculty procession and remain standing through the conclusion of the National Anthem. Graduates will then be seated in unison. Follow instructions from the ushers during the ceremony.



May 19, 10 a.m., Rockville Campus Athletic Field

- A Alumni Association Table**  
(diploma frames, membership information, and flowers)
- B Concession Stand**  
(snacks, beverages)
- C Reception Tent**  
(Parking Lot 3)
- + First Aid Station**
- 📷 Photography Area**
- ♂️ Restrooms**
- ♿️ Special Seating**
- 💧 Water Station**
- 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**  
(air conditioned, no tickets required)  
PA Robert E. Parilla  
Performing Arts Center  
TA Theatre Arts Building

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



- AR Paul Peck Art Building
- AT Amphitheatre
- CB Counseling and Advising Building
- CC Campus Center
- CH Child Care Center
- CS Computer Science Building
- HU Humanities Building
- MK Mannakee Building
- MT Gordon and Marilyn Macklin Tower  
(Library)
- MU Music Building
- NG North Garage (*parking*)
- SB South Campus Instruction Building
- SC Science Center
- SV Long Nguyen and Kimmy Duong  
Student Services Center (*Raptor  
Central, Public Safety Office, Records  
and Registration Office*)

### Buildings Used for Commencement

GU	Homer S. Gudelsky Institute for Technical Education <i>(faculty and staff robing)</i>
PA	Robert E. Parilla Performing Arts Center <i>(indoor viewing)</i>
PE	Physical Education Center <i>(graduate robing)</i>
TA	Theatre Arts Building <i>(indoor viewing)</i>

# Ceremony and Recessional

## **Presentation of Graduates and Awarding of Degrees**

Dr. Sanjay Rai, senior vice president for academic affairs, will present the graduates. All graduates will stand in unison and remain standing until Montgomery College President Jermaine F. Williams confers the degrees and the Dr. Michael Brintnall, chair of the Board of Trustees, awards the diplomas. Then all graduates will be seated.

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

## **Receiving Your Diploma Cover**

Those graduates sitting at the outside 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. As you proceed across the stage, receive a diploma cover from a trustee or vice president/provost, then pause briefly for a photo with Dr. Williams and Board Chair Brintnall. After the photo is taken on stage follow usher's instructions to a second photo area where you will pose with your diploma cover. Once the second photo is taken please return to your seat.

**Be sure to attend the May 16 commencement rehearsal at 2 p.m., where these procedures will be reviewed.**

## **Indoor Viewing**

Indoor viewing areas of the commencement ceremony are available in the Robert E. Parilla Performing Arts Center and the Physical Education Center small gym for guests who wish to avoid the crowds, heat, sun, etc. These areas are air conditioned and are recommended for elderly guests and guests with small children.

## 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 affairs (in pairs)
- Graduates

Following commencement and after certifications have been completed in the summer, you will receive correspondence regarding when you will receive your diploma.

## Tips for Commencement Day

- The ceremony will take place in the large white tent on the athletic field of the Rockville Campus—rain or shine. Free rain ponchos will be provided, if necessary.
- The ceremony will air in alternative locations at the Robert E. Parilla Performing Arts Center and the Physical Education Center small gym.
- Students report for robing at 8:30 a.m. to the Physical Education Building.
- Guest seating in the commencement tent is first-come, first-served. Plan for your family and guests to arrive early. Tickets are required. Each guest must have a ticket to enter the commencement tent, which opens at 8 a.m. Your family and guests must be seated by 9:50 a.m. Guest seating will be restricted during the processional.
- If you or your guests have disabilities, seating is available. Students with disabilities will have priority. Please consult the ushers for directions.
- All bags and containers are subject to search by security personnel.
- Before the ceremony, establish a place such as your car or the cafeteria to reunite with your family and guests after the ceremony.
- There will be guest seating in the commencement tent for up to two (2) guests per graduate.
- The procession of graduating students will begin promptly at 10 a.m.
- To receive a commemorative printed program, including all graduate names, please request one in the participation portal.
- During the procession and ceremony your guests must remain in their seats to keep the aisles clear.
- The ceremony will be approximately two hours in length. Graduates should remain in their seats and exit with their class.
- There will be water stations available. Other food and beverages are available for purchase at the concessions stand.
- Commencement will be cablecast live on MCTV, available on cable TV in Montgomery County: in HD on Comcast Channel 998 & RCN Channel 1059, and in SD on Corona Montgomery Channel 10 on Comcast and Verizon. The ceremony will be rebroadcast on both channels. For dates and times, visit [mctv.info](http://mctv.info). Commencement will stream live at [montgomerycollege.edu/commencement](http://montgomerycollege.edu/commencement), on MC's YouTube channel at [youtube.com/montgomerycollege](http://youtube.com/montgomerycollege), and on MC's Facebook page at [facebook.com/montgomerycollege](http://facebook.com/montgomerycollege). The ceremony and additional MCTV commencement coverage will be archived on MC's YouTube channel.

# 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 flowers after the ceremony. Look for representatives stationed in Lot 3. Graduating students may not carry flowers during the ceremony.

## Commemorating Your Commencement

Following the ceremony, visit the Alumni Association tent:

- Activate your membership in the Alumni Association, free of charge, and receive many member benefits. (See pages 15–16 for the Alumni Association Information Form.)
- Pick up a memento marking your new status as an MC graduate.

## 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. Your provisional membership was reserved when you filed for commencement. As an active member, you'll receive these special benefits:

- 15 percent fee reduction on pool passes.
- 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 student performances.
- 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.
- Discounts and additional benefits and services with seven different car rental companies (drivers must be 21 years of age) and with Choice Hotels.

## **Diploma Frames**

Diploma frames feature an outside color mat in a selection of College colors, embossed with the Montgomery College logo. Options range from \$50-\$150. Orders can be placed [online](#).

## **Activate Your Membership**

Fill out the Alumni Association Information Form on the next page, detach the form from this booklet, and give your completed form to an Alumni Association representative at the alumni table following commencement.

You may also complete the form online at [montgomerycollege.edu/alumni-friends-donors/alumni-membership-application](http://montgomerycollege.edu/alumni-friends-donors/alumni-membership-application)

## **More Information**

Visit [montgomerycollege.edu/alumni](http://montgomerycollege.edu/alumni) or call 240-567-5378 for more information about alumni activities and events. Follow the Alumni Association on social media at [facebook.com/mcalumniassociation](https://facebook.com/mcalumniassociation)

# Alumni Association Information Form

To activate your Alumni Association membership, complete and deliver this form to the Alumni Association table following commencement, or complete the form online at [montgomerycollege.edu/alumnimembership](http://montgomerycollege.edu/alumnimembership).

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 U.S. Mail.

Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

Year graduated or last attended MC '22 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:

- |  |  |
|--|--|
| <input type="checkbox"/> special events                | <input type="checkbox"/> preparing alumni mailings or other office tasks               |
| <input type="checkbox"/> mentoring students            | <input type="checkbox"/> employer to host table at career fair                         |
| <input type="checkbox"/> student recruitment           | <input type="checkbox"/> appearance before state and county officials on MC's behalf   |
| <input type="checkbox"/> fundraising                   | <input type="checkbox"/> relative to specific issues and other legislative initiatives |
| <input type="checkbox"/> phonathon/thank-a-thon 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?

- |   |   |
|---|---|
| <input type="checkbox"/> music and theatre events     | <input type="checkbox"/> chapters related to my major |
| <input type="checkbox"/> athletic events              | <input type="checkbox"/> group travel programs        |
| <input type="checkbox"/> art events                   | <input type="checkbox"/> workshops or lectures        |
| <input type="checkbox"/> other (please specify) _____ |   |

Comments, suggestions, ideas:

---

---

---

---

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

*This form may also be mailed to the Montgomery College Alumni Association  
9221 Corporate Boulevard, Rockville, MD 20850*



# Diploma Frame Order Form

Use this form to select your order or  
order in advance at [montgomerycollege.edu/diploma-frames](http://montgomerycollege.edu/diploma-frames).

Name \_\_\_\_\_ Campus \_\_\_\_\_

Student ID No.: M    \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email address (personal) \_\_\_\_\_

Email address (business) \_\_\_\_\_

Item	Qty.	Unit Cost	Total
Select a diploma frame style and outside mat color as listed below.			
<input type="checkbox"/> silver-tone metal (single purple mat)	_____	\$50.00	\$_____
<input type="checkbox"/> black metal (single purple mat)	_____	\$55.00	\$_____
<input type="checkbox"/> dark espresso wood (double mat)	_____	\$110.00	\$_____
<input type="checkbox"/> purple with silver trim			
<input type="checkbox"/> silver with purple trim			
<input type="checkbox"/> briarwood finish (double mat)	_____	\$110.00	\$_____
<input type="checkbox"/> purple with silver trim			
<input type="checkbox"/> silver with purple trim			
<input type="checkbox"/> mahogany wood (triple mat)	_____	\$150.00	\$_____

TOTAL    \$\_\_\_\_\_

☐ Check may be made payable to the Montgomery College Alumni Association

Please plan to claim your order following the commencement ceremony at the Alumni Association Office. We cannot ship frame orders to you.

*This form may also be mailed to the Montgomery College Alumni Association  
9221 Corporate Boulevard, Rockville, MD 20850.*



Join the conversation



#MCGrad2023

**MC**  
**MONTGOMERY**  
**COLLEGE**  
MAKE YOUR MOVE