



Montgomery College Commencement Guide

Class of 2018



Montgomery College and Jostens Host 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.

Germantown Campus – April 17

11 a.m.–3 p.m., Humanities 007

Takoma Park/Silver Spring Campus – April 18

11 a.m.–3 p.m., Charlene R. Nunley Student Services Building
2nd floor

Rockville Campus – April 19

11 a.m.–4 p.m., Theatre Arts Arena

Formal Portraits in Regalia to Be Taken at Grad Finale

Classic Photography will be available to take formal portraits of commencement candidates in commencement regalia at all Grad Finales. When you attend Grad Finale, you can:

- submit your commencement participation form
(You are entitled to four guest tickets when you submit your form.)
- purchase a college ring
- order personalized commencement announcements
- purchase your commencement regalia
- pre-order a frame for your diploma
- join the Alumni Association by submitting an information form (pages 15 and 16 of this guide)

Join the conversation



#MCGrad2018

Grad Finale is your day. Enjoy it!





Congratulations, Class of 2018!

This Commencement Guide contains information about Montgomery College’s collegewide commencement ceremony on May 18, 2018, 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 or MyMC for additional details and updated information. This guide will also be available in PDF format at montgomerycollege.edu/commencement.

For questions or additional copies of this guide, contact the Office of Special Events at events@montgomerycollege.edu.

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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, 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.
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 4, 2018.
4. If you are a spring 2018 commencement candidate and you have a grade of "I," it must be resolved on or before May 4, 2018, or you will not be eligible for spring 2018 commencement.
5. If you want to participate in the spring 2018 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 17, 11 a.m.–3 p.m.; Takoma Park/Silver Spring, Charlene R. Nunley Student Services Building, 2nd floor, April 18, 11 a.m.–3 p.m.; and Rockville, Theatre Arts Arena, April 19, 11 a.m.–4 p.m. If you are unable to attend a Grad Finale, you must submit the commencement participation form by May 4, 2018, to the graduation coordinator at any campus. Commencement Participation Forms should not be mailed.
6. You should satisfy all financial obligations (tuition balances, parking tickets, etc.) on or before May 4, 2018.
7. If you are a Federal Stafford Loan and/or a Federal Direct Loan borrower who is graduating and transferring, you must complete the required Loan Exit Counseling by May 1, 2018, at studentloans.gov. Submit printed confirmation of completion to the Office of Student Financial Aid on your campus along with the Loan Exit Reference document located on montgomerycollege.edu/paying-for-college/financial-aid/student-loans.html. This information is also available on MyMC under the Financial Aid tab.

You can access your loan history using your FSA ID by visiting nslds.ed.gov using your FSA ID. Other questions about the student loan process should be directed to the Office of Student Financial Aid at 240-567-5100.

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 \$28.25. You may also purchase invitations and honor cords at the bookstores. Advisors 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 at 240-567-5302.
2. If your guests require disability-related accommodations, contact the Office of Special Events at events@montgomerycollege.edu.
3. If you require disability-related accommodations, contact the Disability Support Services (DSS) Office on your campus or email dss@montgomerycollege.edu.

DSS Office

Germantown	240-567-7770
Rockville	240-567-5058
Takoma Park/Silver Spring	240-567-1480

4. Visit the Alumni Association tent to purchase a diploma frame or to pick up your pre-ordered diploma frame. Proceeds benefit scholarships and programs for students and alumni. You can find diploma frame order forms in the back of this guide.
5. Only students who have applied for graduation and met the specific requirements for their declared major in the summer or fall of 2017 or the spring of 2018 are eligible to participate in the graduation ceremony.

Commencement Rehearsal – May 15

- Attend commencement rehearsal Tuesday, May 15, 2018, 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 alphabetical registration table by the first letter of your last name 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 on your Commencement Participation Form.

You must return your name card to the alphabetical registration table after commencement rehearsal.

Highlights and Deadlines

Commencement 2018

Montgomery College's collegewide commencement ceremony takes place at 10 a.m., Friday, May 18, 2018, in the large white tent on the athletic field of the Rockville Campus. Indoor viewing areas are set up in the Robert E. Parilla Performing Arts Center and 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. Entering and seating will 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 for picking 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 Kojo Nnamdi, radio personality, WAMU; Norm Augustine, retired chairman of the board and CEO 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

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 any campus. Members of Phi Theta Kappa should see their campus advisor to receive a stole for graduation.

Commencement Video

Commencement will air live in HD on The Education Channel in Montgomery County on Comcast Channel 998 and RCN Channel 1058. Commencement will also air live on MCTV, on Channel 10 on Comcast, RCN, and Verizon. The ceremony will be rebroadcast on both channels. For dates and times, see montgomerycollege.edu/mctv.

Commencement will stream live at montgomerycollege.edu/commencement and on MC's Facebook page at facebook.com/montgomerycollege. MCTV's coverage of commencement will also be posted after the ceremony on the MC YouTube channel—youtube.com/montgomerycollege.

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. 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, access from Rt. 355 onto North Campus Drive is prohibited the day of commencement, as North Campus Drive will be closed. 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 buses 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 for more information.

Restrooms

Portable restrooms are available adjacent to the commencement tent.

Reception

A reception immediately follows the ceremony in the white tented area next to the commencement tent.

Public Safety Office

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

Social Media

The official commencement hashtag is #MCGrad2018. Social media posts using this hashtag will be featured on the Jumbotrons in the commencement tent prior to the start of the ceremony.

Tickets

Your guests must have a ticket to attend the commencement ceremony. Once you submit your Commencement Participation Form, you will be eligible to reserve four tickets by registering at: mcmdcommencement.com. Tickets will be available beginning April 23.

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.

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. Snacks will be served. 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 permitted on the track. Wear low heeled shoes. Only honors cords and Phi Theta Kappa Stoles are allowed to be worn outside of the black gown at Commencement.

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 main gym in pairs and be escorted down to the athletic field, in alphabetical order.

Graduates will walk in single file in side entrances. 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. Following 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.

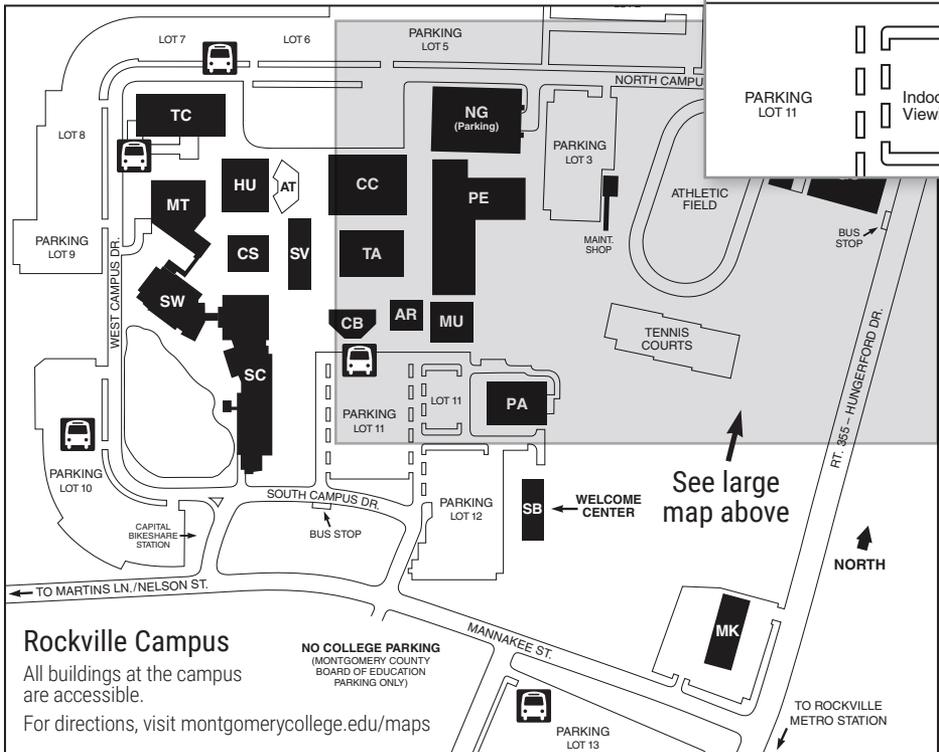
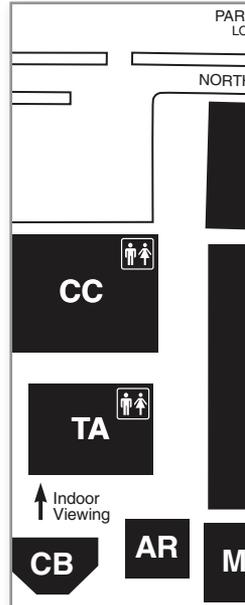
When filing in during the processional, graduates will take their seats, then they will rise for the faculty procession and remain standing through the conclusion of the National Anthem. Graduates will then be seated in unison. Follow ushers for instructions during the ceremony.

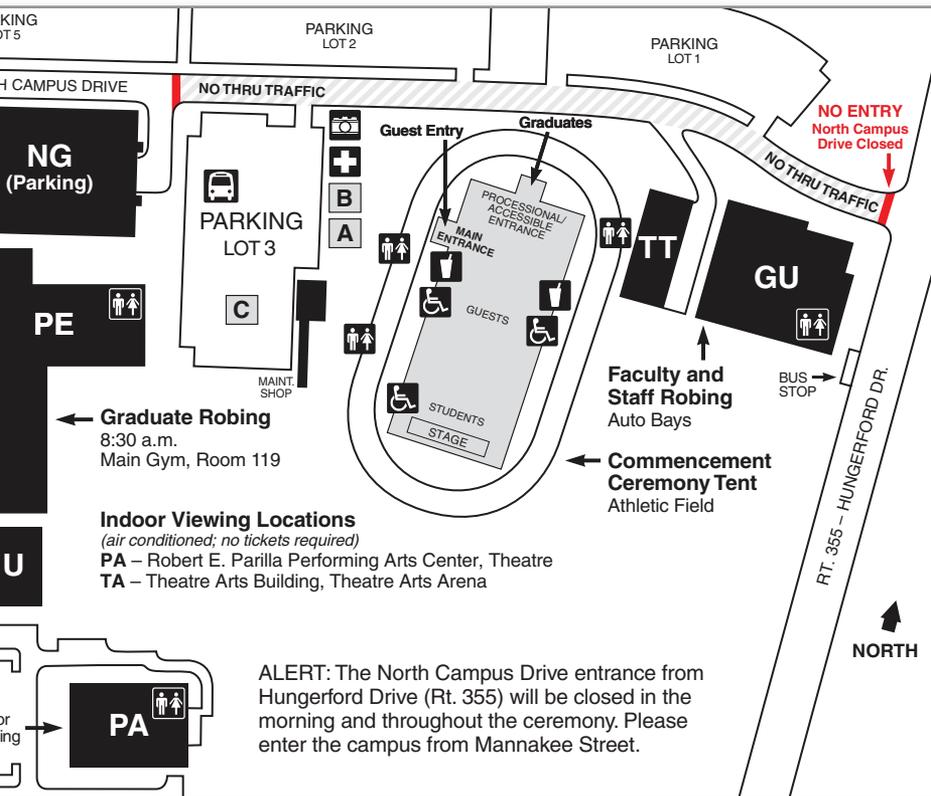
Montgomery College Commencement 2018

May 18, 10 a.m., Rockville Campus Athletic Field

Commencement Site Legend

- 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
 - 🚌** Shuttle Stops
 - ♿** Special Seating
 - 🗑️** Water Station
 - GR** Graduate Robing
 - PE** Physical Education Center (Main Gym, Room 119)
 - FS** Faculty and Staff Robing
 - GU** Homer S. Gudelsky Institute for Technical Education (Auto Bays)
 - IV** 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.*





Ceremony and Recessional

Presentation of Graduates and Awarding of Degrees

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 DeRionne Pollard confers the degrees and The Honorable Michael J. Knapp, chair, Board of Trustees, awards the diplomas. Then all graduates will be seated.

Ushers will direct and assist graduates from both sides forming two rows crossing the stage to receive a diploma cover.

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 their seat.

Receiving Your Diploma

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, you will shake hands with President DeRionne Pollard and a campus vice president and provost, who will hand you the diploma cover.

Look for the usher's direction to return to your seat and remain seated until ceremony end.

Be sure to attend the May 15 commencement rehearsal, where all of these procedures will be reviewed.

Indoor Viewing

An indoor viewing area of the commencement ceremony is available in the Robert E. Parilla Performing Arts Center and in the Theatre Arts Building, 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 areas.

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

If you keep moving, your guests will be able to follow. You should plan to meet your guests outside the ceremony area after commencement at the reception in Parking Lot 3.

Following commencement, you will be notified when diplomas will be ready for pickup at the Office of Enrollment Services—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 9221 Corporate Boulevard, Rockville, MD 20850 on Wednesday, May 23, 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 Robert E. Parilla Performing Arts Center and in the Theatre Arts Arena in the Theatre Arts Building. These areas are air conditioned and do not require commencement tickets for admission.
- Before the ceremony, establish a place such as the Alumni Association tent at the reception site, or your car to reunite with your family and guests after the ceremony.
- 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 must 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.
- If you or your guests have disabilities, seating 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.
- A limited number of water bottles 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 for the webcast link or visit 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 two and a half hours in length. Graduates should remain in their seats and exit with their class.

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 carry flowers in the tent during the ceremony.

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 the Alumni Association Information 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
- 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. 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 Association tent following the ceremony. Sample frames are on display at each campus's Grad Finale.

Activate Your Membership

Fill out the Alumni Association Information 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
9221 Corporate Boulevard
Rockville, MD 20850

More Information

Visit montgomerycollege.edu/alumni or call 240-567-5378 for more information about alumni activities and events.

Alumni Association Information Form

To activate your Alumni Association membership, complete and deliver this 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 '18 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"/> addressing and stuffing envelopes or other clerical tasks |
| <input type="checkbox"/> Montgomery College Speakers Bureau | <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 relative to specific issues and other legislative initiatives |
| <input type="checkbox"/> fundraising | |
| <input type="checkbox"/> 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?

- | | |
|---|--|
| <input type="checkbox"/> music and theatre events | <input type="checkbox"/> art events |
| <input type="checkbox"/> athletic events | <input type="checkbox"/> group travel programs |
| <input type="checkbox"/> golf | <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

Samples of our custom-designed diploma frames will be on display at Grad Finales in April. Use this form to select your order and pre-pay at Grad Finale

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.

silver-tone metal (single purple mat) _____ \$50.00 \$_____

black metal (single purple mat) _____ \$55.00 \$_____

dark espresso wood (double mat) _____ \$110.00 \$_____

purple with silver trim

silver with purple trim

briarwood finish (double mat) _____ \$110.00 \$_____

purple with silver trim

silver with purple trim

mahogany wood (triple mat) _____ \$150.00 \$_____

TOTAL \$_____

Check enclosed made payable to the Alumni Association

The Alumni Association will accept credit card payments at Grad Finale. We do not recommend mailing card information.

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



Join the conversation



#MCGrad2018



The Pepsi Bottling Group
is a proud sponsor of
Montgomery College's
2018 Commencement