



# 2023 Graduation Deadlines and Schedule of Events

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**Friday, May 12**

**Deadline to RSVP** indicating whether or not you will participate in Commencement Ceremony.

**Monday, Tuesday & Wednesday**

**June 12, 13 & 14, 2023**

**10 a.m. to 2 p.m.**

**CAP & GOWN PICK UP** in the LaVerne Murphy Student Center Lobby.

**Tuesday, June 12**

**10 a.m. to 3 p.m.**

**Captivating Photography** will be available to take portrait photographs of you in your cap & gown in the LaVerne Murphy Student Center Lobby.

**Wednesday, June 13**

**10 a.m. to 3 p.m.**

**Captivating Photography** will be available to take portrait photographs of you in your cap & gown in the LaVerne Murphy Student Center Lobby.

**Friday, June 16**

**4 p.m.**

**Graduates assemble for line-up in Gym**, complete group photographer forms, take group photos, finalize processional order, and take a short break to store personal items and use restrooms.

**6 p.m.**

**Processional begins.** You will be led into the Amphitheater and directed to your row; where all seats need to be filled, and remain standing in front of your seat. (See enclosed BLUE map for processional route).

**8 p.m. (estimated time)**

**Reception** immediately following the ceremony (located on the Compass in the courtyard).

**8 p.m. (estimated time)**

**Pick up stored items in the UCC Gym and return Honor Stole** (available for 30 minutes after ceremony).

**Monday, June 19**

**Return Honor Stoles** to the Office of Registration and Records; located in the LaVerne Murphy Student Center.

**Graduates NOT participating in the commencement ceremony** may pick up their diploma cover at the Office of Registration and Records; located in the LaVerne Murphy Student Center.

**Please be sure to pick up your stored items from the UCC Gym.  
The UCC Gym will be open for 30 minutes following the ceremony.**

## 2023 Graduation Ceremony Walk-Through

1. Wear your caps & gowns. **Begin with the tassel hanging from the right side of the cap.**
2. **Arrive promptly at 4 p.m.** at the UCC Gym for line-up. Final instructions, answers to questions, and line-up of graduates will take place. The UCC Gym will be locked during the ceremony, and open for 30 minutes following the ceremony. *(UCC is not responsible for lost or stolen items).*

### Photographs

Once all graduates are lined-up outside, a photographer will take a group photo.

3. **Anyone not present for line-up by 4 p.m.** will be added to the end of line. It is imperative that you arrive on time for instructions, group photos, and line-up.
4. **The ceremony will start at 6 p.m.** with the graduates entering the amphitheater single file and being led to their seat. (BLUE map enclosed)
5. When you enter your row, **please move all the way down to fill all seats.** You will **REMAIN STANDING** in front of your seat.
6. **President Pokrandt will instruct you to be seated.**
7. The ceremony will proceed. After the Harry Jacoby Award has been presented, the first row of graduates will be prompted to rise and be led to the podium to receive their diploma cover. Graduates from each successive row will be led.
8. You will **take the diploma cover with your left hand** and **shake with your right hand.** You will shake hands with both the Board Chairperson & Dr. Pokrandt, as well as one or more retirees as you proceed across the stage.
9. After you exit the stage, return to your row, proceed all the way to the last available seat, and be seated.
10. At the end of the ceremony, Dr. Pokrandt will present the "Class of 2023" once more. **Please rise and remain standing.** When the President makes the announcement, all **graduates will use their left hand to move the tassel from the right side to the left.**

11. **The recessional will begin**, and you will be led to the reception area where you can celebrate with your family, friends, and faculty! Congratulations!
12. **Please be sure to pick up personal items stored in the UCC Gym. This is also a good time to return the Honor Stole.** The UCC Gym will be open for 30 minutes after the ceremony.

### 2023 Graduation Seating Information

#### GRADUATE Seating

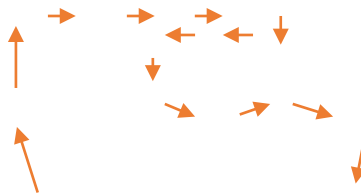
It is imperative that you RSVP **before May 12**. Graduates failing to RSVP will jeopardize their chance to participate in the commencement ceremony.

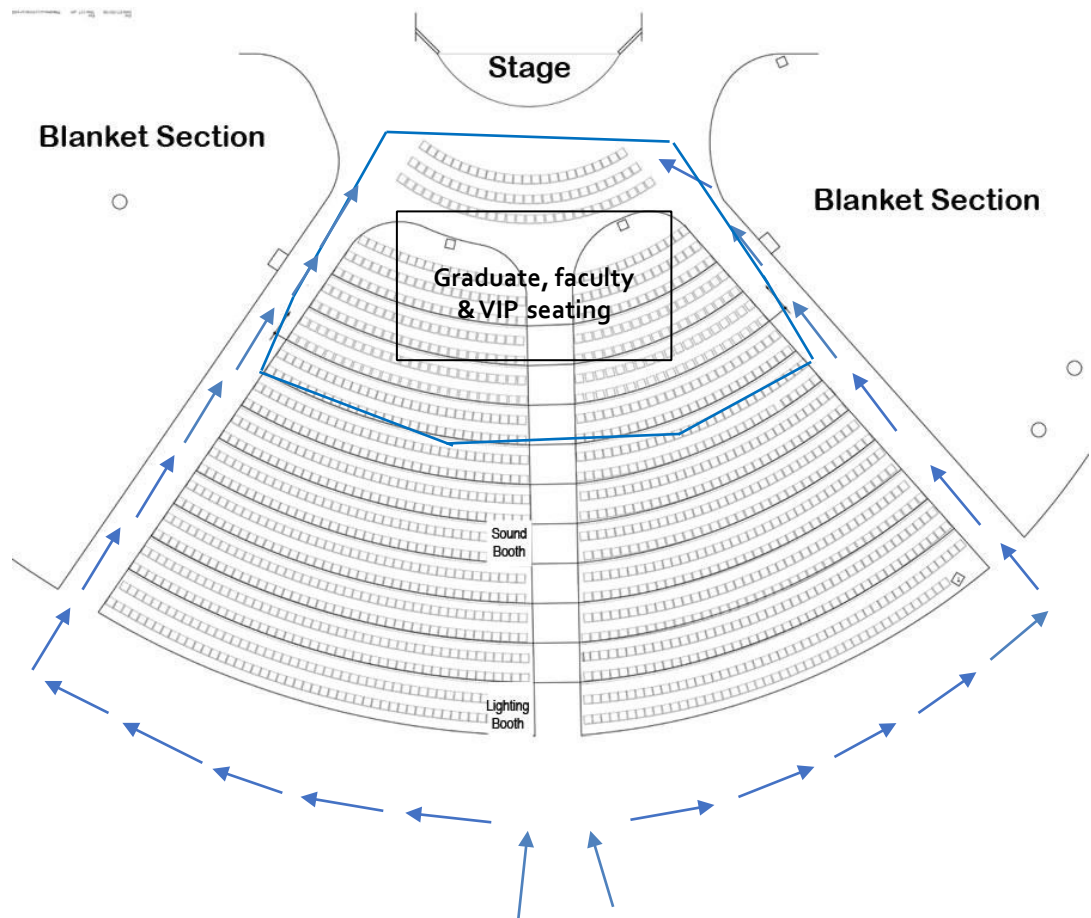
**SUBMIT THE ENCLOSED RSVP BEFORE MAY 12!**

#### GUEST Seating

RAIN OR SHINE, UCC will hold its annual commencement ceremony outdoors in the Swanson Amphitheater. Be sure to inform your family and friends of the following seating information:

1. **Guests should arrive early**; there is always a large crowd.
2. Approximately 1,000 chairs will be available on a first-come, first-serve basis.
3. Two grassy areas on either side of the seating area will be cordoned off for those wishing to use blankets.
4. Lawn chairs will be permitted on the outskirts of the blanket areas (so they don't block the view of others).
5. An area will be cordoned off for persons in wheelchairs.
6. Actual seating arrangement the day of commencement may differ slightly from the map below.





## 2023 Graduation FAQ Sheet

### CEREMONY

1. **When is the Ceremony?**  
 A: Friday, June 16, 2023, at 6 p.m.—***Graduates need to arrive by 4 p.m.***
  
2. **How do I tell you I want to participate?**  
 A: You **MUST** RSVP by Friday, May 12, 2023, to participate in the ceremony.
  
3. **Will there be a rehearsal?**  
 A: No, a ceremony walk-through is included in this packet.
  
4. **When do I need to arrive for the ceremony?**

A: Graduates need to arrive by 4 p.m. on Friday, June 16, in the UCC Gym. Late arrivals will lose their proper place in the line-up and be added to the end of the line. (We need to have everyone lined-up to receive pertinent information about the ceremony, take group photographs, and to ensure the appropriate names will be called).

**5. Will there be places for my friends & family to sit?**

A: Seating is first-come, first-serve, so guests should arrive early. Since the ceremony will be held outdoors, there will be grassy areas for guests to bring blankets or lawn chairs.

**6. Is there a designated place to store personal items during the ceremony?**

A: A location in the UCC Gym will be available for graduates to leave purses, etc. during the ceremony. The door will be locked prior to the processional and will be re-opened for 30 minutes immediately following the ceremony. *(UCC is not responsible for lost or stolen items).*

**INCLEMENT WEATHER**

**7. Are there tickets?**

A: In the event of severe inclement weather the ceremony will be moved to Jacoby Auditorium and tickets will be necessary for attendance in that venue.

**8. How many tickets can I have?**

A: Each graduating student will receive 2 (two) tickets for their adult guests.

**REGALIA**

**9. How do I get my cap & gown?**

A: Cap & Gown distribution is scheduled for Monday, Tuesday and Wednesday, June 12, 13 & 14, from 10 a.m. to 2 p.m. in the Lobby of the LaVerne Murphy Student Center.

**10. Who can wear the Honor Stoles?**

A: Graduates with a UCC cumulative GPA of 3.75 or higher as of the end of winter term 2023 will be allowed to wear honor stoles during the ceremony. This Honor Stole **MUST BE RETURNED** to the college or a fine will be incurred. (Graduates who have purchased the Phi Theta Kappa stole may wear them in the ceremony, but unless their accumulated UCC GPA is 3.75 or above as of the end of winter term 2023, they will not be listed as graduating with honors).

**11. Where do I get my Honor Stole?**

A: Honor Stoles will be distributed during Cap & Gown distribution on Monday, Tuesday and Wednesday, June 12, 13 & 14, 2023.

**12. Do I need to return anything after the ceremony?**

A: The cap, gown, tassel, and diploma cover are yours to keep. **If you are wearing an Honor Stole, it must be returned.** If honor stoles are not returned by Monday, June 19, a \$30.00 fee will be placed on your student account.

## **DIPLOMA**

**13. Do I need to go through the ceremony to receive my diploma?**

A: Participation is optional. However, we encourage you to attend the ceremony to celebrate your achievement.

**14. When will I receive my diploma?**

A: Once it is verified that your requirements have been met, your transcript will show your official diploma information. Your actual diploma or certificate will be mailed to you within six weeks.

**15. Will my full name be printed on my diploma?**

A: The name you provided on your Graduation Application will be the name printed on your diploma.

**16. Will I get a cover or case to store my diploma?**

A: A diploma cover will be given to you as you walk across the stage during the ceremony. (This will NOT contain your actual diploma). If you choose not to participate in the ceremony, you

may pick up a diploma cover from the Office of Registration and Records in the LaVerne Murphy Student Center beginning Monday, June 19, 2023.

## **MISCELLANEOUS**

**17. What are the dates & deadlines I should be aware of?**

A: RSVP by **May 12, 2023**. Arrive in the UCC Gym by **4 p.m. on June 16** to participate in the ceremony.

**18. Are graduation announcements available?**

A: Yes! You may purchase generic announcements at the UCC Bookstore.

**19. Are photographs available?**

A: Yes! Although you are under no obligation to purchase photographs.

Captivating Photography by Kellie Trenkle will be available on Wednesday, June 14, 10 a.m. to 3 p.m., and on Friday, June 16, 1 to 4 p.m. in the LaVerne Murphy Student Center Lobby to take portrait photographs.