

Community College of Philadelphia

2014 Commencement Handbook

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Security Alert

Due to increased security measures at large public events, there will be an increased security presence at the 48th Commencement Exercises for Community College of Philadelphia. Commencement will take place at 10:00 AM on Saturday, May 3rd at the Liacouras Center.

This is not meant to frighten or alarm any of our graduates or guests. This action is being taken not in reaction to any specific or known threat. This action is a pro-active response to help ensure a safe and enjoyable event for all in attendance. Thank you for your understanding.

- **NO BACKPACKS WILL BE ALLOWED INTO THE LIACOURAS CENTER.**
- **This is in addition to the standing regulation prohibiting balloons into the arena.**
- **All other bags (other than pocketbooks) are subject to search.**
- **It is recommended that gifts for graduates *NOT* be brought to the Liacouras Center.**

Pre-commencement Activities

Commencement Notification Letters

Students who graduated at the end of fall 2013 and students who have received notification of their pending completion for either spring or summer 2014 will receive a Notification of Commencement letter. Letters will be sent via Community College of Philadelphia email on or before April 7, 2014. This letter must be printed and presented to pick up your cap and gown.

Name Cards

You will need two (2) name cards to participate in the graduation ceremony. One card will be given to the photographer and the other card will be given to the College announcer who will be reading student names. Please bring both cards with you on the day of the graduation ceremony. Name cards must be picked up, as scheduled below.

Commencement Announcements

Announcements are not needed to attend the ceremony. Students who have received Commencement Notification letters (see above) will receive six (6) announcements with envelopes to send to your family and friends. Information regarding distribution and/or pickup will be included in your Commencement Notification Letter.

Name cards and announcements must be picked up at the Main Campus in the Pavilion Building ground floor, across from the College Bookstore:

Monday and Tuesday, April 28 & 29, 9:00 am to 6:30 pm

Wednesday and Thursday, April 30 & May 1, 9:00 am to 5:00 pm

Friday, May 2, 8:30 am to 4:30 pm

You must present your Notification of Commencement letter along with picture identification (College ID card, driver's license, etc.) when picking up cap and gown.

Caps and Gowns

Your cap, gown, and hood are mementos of the ceremony and are yours to keep. Distribution of caps and gowns are at the Main Campus College Bookstore located in the Pavilion Building on the ground floor. **Pick up dates are Monday April 28-Friday, May 2, see times below:**

Monday and Tuesday, April 28 & 29, 9:00 am to 6:30 pm

Wednesday and Thursday, April 30 & May 1, 9:00 am to 5:00 pm

Friday, May 2, 8:30 am to 4:30 pm

Phi Theta Kappa Regalia

Graduates who are members of Phi Theta Kappa International Honor Society may purchase Phi Theta Kappa regalia (sash and cord) through the Phi Theta Kappa website at www.ptk.org. Our Rho Upsilon Chapter will also be selling regalia on campus. An information letter will be mailed regarding this regalia. Please note that tassels are also available for purchase through the website, but may not be worn during commencement. Contact the Phi Theta Kappa chapter officers in S1-19 or the faculty advisor: assistant professor Sarah Iepson at siepson@ccp.edu.

Financial Aid Exit Interview

Students who received a Federal Direct Loan are required to complete exit counseling when they cease to be enrolled for at least 6 credits or graduate. Please complete the exit counseling online at www.studentloans.gov. You will need your FAFSA PIN to sign-in.

Graduates Breakfast

A Graduate Breakfast is scheduled Saturday, **April 26, 2014** in the Pavilion Building, second floor. Additional information will be sent to graduates in early April.

Commencement

Enjoy Your Special Day

The forty-eighth Commencement Ceremony for Community College of Philadelphia will be taped and rebroadcast on the College's cable channel, CCPTV, Comcast Chanel 53 and FIOS Channel 21. Visit [CCPTV online](#) to locate programming information.

The Ceremony

The forty-eighth Commencement exercise, recognizing the achievements of the students who have completed their degree requirements in fall 2013, and those who will be completing graduation requirements in spring and summer 2014, will take place on Saturday, May 3, 2014, at 10 a.m. at The Liacouras Center, 1776 North Broad Street. The ceremony is expected to last approximately two hours, and you are required to stay for the entire ceremony. Tickets are not required for attendance. Doors will be open to the public at 8:30 a.m.

[Click here for directions to the Liacouras Center.](#)

Parking

Parking is available for a \$15 fee in the Liacouras Center parking garage on 15th and Norris Streets. Street parking in the immediate area is available, but may be limited.

Proper Decorum

A Commencement ceremony is held primarily for graduates and their families. It is an occasion honoring important educational accomplishments. It is an event worth celebrating, but the ceremony itself is a formal affair that requires dignity and professionalism. Courtesy, attention and decorum are important and expected by you, your family and guests. If students arrive to Commencement intoxicated or dressed inappropriately, they will not be allowed to participate.

The ceremony is formal out of respect for the effort you have put into earning your degree, the family members who have come to witness your success, the distinguished guests who will be honored along with you during the day and out of respect for Community College of Philadelphia as an institution. Your understanding and cooperation in keeping the ceremony formal and free of distractions, such as pranks, unwarranted behavior and vocal disruptions, will help make the event worthy of the time everyone has committed to its success.

The College maintains the proud tradition of announcing each graduate's name. The last graduate is as important as the first. Once you have entered the main auditorium please:

- Remain seated until the student marshals signal you to proceed to the stage.
- After returning to your seat, you are expected to remain seated until the conclusion of the ceremony, marked by the recessional.
- If you should need to leave your seat, please notify one of the student marshals or ushers for assistance.
- All mobile phones are to be turned off once the Line of March is assembled.
- Do not use mobile phones and devices during the ceremony.

Proper Attire

All students must be dressed in business casual attire or better and prepared for this occasion.

Suggested Attire for Men: Dress pants and shirts, tie is optional; dress shoes and socks; no sandals.

Suggested Attire for Women: Business casual dress or pants, cool fabric; low heel or flat shoes; no corsages or jewelry on the gown.

It is required that each graduate come to Commencement already robed in the appropriate attire and regalia. If the attire and regalia are not appropriate, you will not be permitted to remain in the Line of March. *You are permitted to carry only your Name Cards.*

Approved commencement dress consists of blue robe, blue mortarboard (cap), and the appropriate colored tassel and hood.

Caps should be placed on the head so that the mortarboard is level. This would place the crown approximately one inch above the eyebrows. Caps should not be tilted to the back or side of the head.

Tassels should be worn on the right side of the cap hanging naturally over the right temple. *Only one tassel may be worn. Students earning multiple degrees or certificates should select which degree group they wish to march with and only wear the corresponding colored tassel.* The tassel is switched from right to left in unison—on cue—when the President formally confers degrees on the graduating class. This act symbolizes each graduate's new and well-earned status.

Allowable gown adornments include Phi Theta Kappa or Alpha Beta Gamma regalia

and honors cords only.

All other ornamentation is ***not permitted***, including but not limited to signs on the top of mortarboards, buttons, corsages, ethnic sashes and ribbons, etc., are considered extraneous. You will be required to remove these items. No sorority/fraternity scarves or other accessories may be worn.

You ***will not be*** permitted to carry anything else, such as balloons, flowers, food, handbags, etc. Please be prepared to leave these items with a family member or friend. **You will not be able to leave items behind in the Student Assembly Area.**

Persons with Disabilities

The Liacouras Center is fully compliant with all ADA accessibility guidelines. Additionally, Community College of Philadelphia is furnishing sign language interpreters to provide communication access to the Commencement Ceremony.

Guests requiring seating near the sign language interpreters should identify themselves to the Liacouras Center Staff, and they will direct you and your accompanying guest to your seat. There will also be designated seating areas for guests who require consideration due to mobility concerns. Up to three family members who accompany guests with mobility considerations may sit with them in the designated seating area. All other guests will need to find other seating in the main auditorium. The Liacouras Center staff will be available to direct guests to designated seating areas.

Students who require accommodations to participate in Commencement or who require ramp access to the ceremony stage should call the Center on Disability at 215.751.8050 as soon as possible.

Family Members, Guests and Children

You will not need tickets for your guests, and you are welcome to invite as many people as you wish. During the recessional:

- Please ask your guests to remain at their seats until all graduates have exited the Center.
- Family and guests ***will not*** be permitted to enter the Student Assembly area. If you wish to leave your belongings with them, do so before you enter the area.
- Children ***will not*** be allowed to sit or walk across the stage with graduates. Please make arrangements for their care during the ceremony. Remember, because of fire regulations, even young children must be seated individually. ***Do not leave young children unattended.***
- **Please note, balloons are not allowed in the Liacouras Center.**

Student Assembly and Procession

Students participating in the ceremony must:

- Look for ***Student Assembly Area and Line of March signs***
- Arrive, ***no later than 9:00 a.m.*** to the loading dock
- Be fully robed in cap and gown
- Lined up by the degree earned (***for two or more degrees earned, please choose one***)
- You must have ***both*** Name Cards (photographer and announcer)
 - One card will be given to the Commencement photographer
 - The other card will be used to announce your name (***for unusual or difficult names to pronounce write your name the way it sounds, not the way it is spelled***)
- The procession will begin at 10 a.m.

Commencement Photographs

Arrangements have been made with a professional photographer from Grad Images to take photographs of you at the ceremony. Proofs of these pictures will be emailed to you or your family members at the email addresses you list on your Reader Card. You should receive an email containing your proofs approximately 48 hours after the ceremony. You may decide if you wish to purchase pictures.

You will receive a Grad Images Reader Card that should be completed prior to Commencement. When your pictures are taken, the card will be given to the photographer. The photographer will only use this information to contact you regarding your pictures. Please give complete, accurate and legible information when completing this card.

If you require any information about your pictures or do not receive your proofs, please send your questions directly to [Grad Images](#) or call 1.800.424.3686.

Graduation Dates

Graduation dates are determined by the term you complete all courses required for your degree and *not* the date you attend Commencement.

- If you attend Commencement and have not completed all degree requirements, *do not* indicate that you are a graduate as the College *will not* certify completion until all requirements have been satisfied and your degree has been posted.
- Listing yourself as a graduate before you officially receive your degree may be considered fraudulent information.
- Graduates should use the following dates as graduation dates or expected graduation dates when completing employment or college applications rather than the Commencement date:

Fall 2013 - Dec 14, 2013
Spring 2014 - May 1, 2014
Early Summer 2014 – June 26, 2014
Late Summer 2014 - Aug 21, 2014

Post-commencement

Diploma Distribution

Students are graduated only after successful completion of all curriculum requirements. Participation in Commencement *does not* constitute evidence that you have graduated or that you will graduate.

Fall graduates (*completed all course requirements*), should have already received diplomas.

- Spring diplomas will be mailed no later than the end of June
- Summer diplomas will be mailed no later than the end of July and September.

If diplomas are not received within the specified time, please contact the Graduation Evaluation Unit at grads@ccp.edu. Diplomas will not be issued to students with any financial holds. It is the student's responsibility to check with the Bursar, Financial Aid, Library, and Athletics Offices to make sure all obligations have been satisfied.

Association of Former Students

As a graduate of Community College of Philadelphia, you are a member of a large community – more than 650,000 people – who have completed educational goals at Community College of Philadelphia. We hope you will keep in touch and help us stay in touch with you. To stay connected:

- Email your name, non-CCP email and phone number to alumni@ccp.edu
- Get your CCP Connect Pass and enjoy life-long membership in the Former Students Association. You'll receive helpful benefits, such as: Computer Lab and Library access; assistance from the Career Services Center and invitations to special networking events.
- Click here to join the Association of Former Students and get your CCP Connect Pass <http://www.ccp.edu/CCPConnect/> and don't forget to [like us on Facebook](#).

We are proud to be a part of the path to your future. We hope you will stay connected and always be a part of the College's future.

Career Services Center

The Career Services Center provides services free of charge to alumni; we are located in Center for Business and Technology Building, Room C1-34. Walk-ins are 9:00 a.m. to 11:00 a.m. on Fridays during the academic year and on Thursdays during summer hours.

- Open an online account at College Central, click on Alumni to open an account to post your resume and search for jobs posted at the Career Services Center by employers.
- Make an appointment by calling 215.496.6176 to develop your job search plan, conduct a mock interview, go over resumes and cover letters or address career issues such as making a career change or rebounding from a layoff.

We also have job fairs and other events; the information is posted on College Central Network.