Instructions for the Saturday, May 14, 2016, Commencement Exercises

Dear Graduation Applicant:

Congratulations on your graduation from Tidewater Community College! On behalf of the faculty and staff, we look forward to acknowledging your achievement at the upcoming commencement scheduled for Saturday, May 14, 2016.

The ceremony will be at 10:00 a.m. in the Ted Constant Convocation Center located on the Old Dominion University campus at the corner of Hampton Boulevard and 43rd Street in Norfolk.

The following information will help you prepare for this celebration.

RSVP: As a candidate for graduation, you are required to notify the college by May 2, 2016, if you plan to participate in the commencement exercises. You can RSVP online at www.tcc.edu/graduation-rsvp.

GUESTS: There are no tickets, invitations, or other entry requirements for admission to the event. We encourage you to invite as many guests as you wish to share this exciting occasion. Guests are not permitted on the arena floor before, during or after the ceremony.

GRADUATION ANNOUNCEMENTS: Commencement announcements can be purchased to commemorate this event. The commencement announcements are available for purchase through the Barnes & Noble bookstores at either MacArthur Center or the Virginia Beach Campus Student Center. Custom announcements can be ordered online at www.herffjones.com/college.

ARRIVAL: You should report to the Ted Constant Convocation Center's Student Check-In area wearing your academic regalia by 8:30 a.m. You must use the entrances located on 43rd Street. There will be signs for you to follow. Please do not bring children to Student Check-In area.

PARKING: Parking is available in the parking garage located at the corner of 43rd Street and Hampton Boulevard. Parking for physically challenged individuals is located on the first floor of the 43rd Street parking garage and the second floor of the 45th Street parking garage. There is also a drop-off location for physically challenged individuals on 45th Street.

ACADEMIC REGALIA: Caps and gowns should be purchased at one of the scheduled commencement fairs to be held on the Virginia Beach Campus on April 14, 2016, from 11:00 a.m. to 3:00 p.m. and at MacArthur Center on April 16, 2016, from 11:00 a.m. to 3:00 p.m. This merchandise will also be available for sale at all TCC campus bookstores and distribution centers on April 18, 2016.
**HONOR GRADUATES:** Students who have fulfilled their program requirements are eligible for graduation honors based on their cumulative grade point averages, determined as follows:

- **3.200-3.499 Cum Laude (with honor)**
- **3.500-3.799 Magna Cum Laude (with high honor)**
- **3.800-4.000 Summa Cum Laude (with highest honor)**

If you are eligible for honors you may purchase a gold cord at any of the TCC campus bookstores. **Career Studies Certificate graduates are not eligible for graduation honors.**

**PHI THETA KAPPA MEMBERS:** The purchase of PTK regalia for commencement exercises will be the responsibility of the PTK member. PTK regalia items are not sold by the bookstore. PTK members need to consult with their respective advisor before purchasing PTK regalia.

**SECURITY:** Please be aware that entry to the Ted Constant Convocation Center may be slowed due to enhanced security for you and your guests. The following will not be permitted in the building: backpacks, tote bags, glass or water bottles, mugs, aluminum cans, bullhorns or noisemakers, confetti, coolers, thermos containers, beach balls, large parcels, or change of clothing for you and/or your guests. All parcels, including handbags, are subject to search. During the event, coat racks and hangers will be available for use in the Student Check-In area; however, you should be aware that security will not be available or responsible for items placed in these areas.

**ATTIRE AND ACCESSORIES:** Lightweight, comfortable clothing should be worn under your regalia. You are encouraged to bring bobby pins and safety pins to help keep your caps and gowns in place. As you will likely be standing for a long period of time, comfortable shoes are advised.

**DINING:** Concession stands and other food services will not be available before, during or after the commencement exercises.

**PROCESSIONAL:** Platform dignitaries, led by President Edna V. Baehre-Kolovani, will start the processional march followed by faculty and then the graduates.

**LINE OF MARCH:**

- By 8:30 a.m. you will join your fellow students assembled at Student Check-In area designated by your respective degree or certificate. Processional coordinators will align candidates in proper sequence.
- Students who have applied for multiple awards will line up according to the highest award for which they have applied. Candidates for graduation from a career studies program will line up with the certificate group.
- You will need to check in to obtain your identification card, indicating your name and the degree/certificate for which you applied. This card will be needed as you proceed across the platform to receive your diploma case.

**DEGREE/DIPLOMA/CERTIFICATE CONFERRAL AND DISTRIBUTION:**

- Each row of participants will be led to the podium by an aisle guide.
- Upon reaching the side podium, you will hand your identification card to the provost for acknowledgement on the stage. At the center of the stage you will be greeted with a handshake by Dr. Baehre-Kolovani and presented with a diploma case. After shaking her hand and being greeted by the College Board Chair, you are to proceed off the stage and return to your seat where you will remain standing.
• At the appropriate time, the aisle guide will provide the signal to be seated. *(Note: Alternate arrangements have been made for students who have notified the Office of the College Registrar of their inability to ascend the platform.)*

• May 2016 graduates will receive their diplomas at approximately the end of July 2016 by postal mail. Note that participation in commencement is not confirmation of graduation or honors designation. Final certification for graduation and honors designation begins at the end of the semester once all final grades and supporting documentation have been submitted and reviewed. Diplomas are not mailed until all certifications of students’ records are completely reviewed. All applicants should have received notification regarding their graduation status directed to their TCC email account. Questions regarding graduation status should be directed to graduate@tcc.edu.

**PHONES, PHOTOGRAPHY AND VIDEO:** Many students take photos of themselves and fellow graduates to post on social media. However, please put away your cell phone when you line up to cross the stage.

Professional photos will not be taken at commencement. Two TCC-themed backdrops will be set up at the front entrance of the Constant Center for use in personal photos.

The commencement will be streamed live on YouTube for those who cannot attend. The link will be posted at www.tcc.edu.

**RECESSIONAL:** Platform dignitaries led by Dr. Edna V. Baehre-Kolovani will begin the recessional march. Faculty and graduation candidates will follow. The aisle guides will direct the recessional formation and return to the Student Check-In area.

**ALUMNI COUNCIL:** As part of the TCC Alumni community, you have access to exclusive benefits and events. Get connected and start enjoying your alumni benefits now by visiting tccalumni.org and creating your new user account.

**TRANSCRIPT REQUESTS:** Once your degree has been conferred and noted officially on your transcript, you may need to request one to be sent to an employer or university. Tidewater Community College offers official transcripts in electronic and postal mail formats through its partnership with Parchment. Please follow the transcript request process at www.tcc.edu/transcripts.

Visit the Tidewater Community College Graduation page for information and frequently asked questions. www.tcc.edu/transcripts.

Sincerely,

The Tidewater Community College Graduation Team