2015 GRADUATION INSTRUCTIONS
Curriculum Students
Friday, May 15, 7:00 p.m. Commencement

PLACE
The Lamb’s Chapel
415 Roxboro Rd., Haw River, North Carolina

DIRECTIONS
From Interstates 85/40 take Exit 150. Go northeast on Jimmie Kerr Rd. (road will change name to Trollingwood Rd.) to U.S. Hwy 70. Cross over Hwy 70 onto N. Wilkins Rd. Continue straight on Bason Rd., then right onto Roxboro Rd. The Lamb’s Chapel is on the right.

COMMENCEMENT PRACTICE
Thursday, May 14 at 1:00 p.m. Commencement practice is in The Lamb’s Chapel Worship Center (see map included).

COMMENCEMENT CEREMONY
Friday, May 15 at 7:00 p.m. Graduates MUST arrive no later than 6:15 p.m. at the Family Life Center (see map) for line-up with his/her program of study. Commencement processional begins promptly at 7:00 p.m. Doors will not be opened for guests until 6:00 p.m.

BEFORE THE COMMENCEMENT CEREMONY

GRADUATION ANNOUNCEMENTS
A limited number of announcements may be purchased in the ACC bookstore on a first-come, first-served basis.

CAPS AND GOWNS
A graduation fee of $25.00 must be paid at the cashier’s office by April 6, 2015. The $25.00 application fee includes the processing cost of one degree, one degree cover, and the cost of the cap and gown. There is a $6.00 charge for each additional degree ordered.

Caps and gowns may be picked up from the bookstore on ACC’s Carrington-Scott Campus during regular bookstore hours, April 13 – 24, 2015. Tickets will be distributed when the student picks up his/her cap and gown. If you are a summer graduate, please go to https://www.alamancecc.edu/2015-commencement-faq/ for deadline information.

NOTE: You may keep your cap and gown after commencement.

PICTURES
Still photographs will be taken of each graduate as he/she shakes hands with President Dr. Algie Gatewood. Photo Specialties (vendor) can be reached at P.O. Box 3600, Chapel Hill, NC 27514. Proofs and other information are normally returned to each graduate within four weeks after the ceremony. If you have not been contacted by the photographer after four weeks, please contact Photo Specialties at www.info@photospecialties.com or 1-800-722-7033.

SPECIAL INFORMATION FOR GUESTS

HANDICAP ACCESSIBILITY
Special handicapped seating is designated on the ground floor of the Worship Center. A lift is available to the stage, if needed.

ADMISSION
Four (4) tickets will be provided to each graduate. Each guest, regardless of age, must have a ticket. Guests will be seated on a first-come, first-served basis. Seats may not be saved for individuals who are not present.

We ask that all who attend the ceremony show their respect to all graduates by remaining in their seats throughout the ceremony and refraining from whistling and shouting. Every family attending the ceremony deserves to hear their graduate’s name announced and to see that student walk across the stage without
distractions.

Aisles must be kept clear throughout the ceremony. Guests wishing to take video and still photography may do so ONLY from their seats. During the recessional, guests should remain standing until ALL graduates have left the Worship Center, and the audience has been dismissed.

Children under age three (3) should not be brought to commencement due to limited seating capacity and possible interruption of the ceremony. Crying or disruptive children should be removed from the room immediately. Car seats, strollers, carryalls, or boosters are not allowed.

Cell phones should be turned off or set to vibrate.

**DURING THE COMMENCEMENT CEREMONY**

**SECURITY**

During the ceremony, graduates may leave personal items in a secured room near the lobby. This room will be marked SECURE.

**SPECIAL RECOGNITION**

Several distinguished students will receive special recognition. Department heads will notify the individuals who will be recognized, and they will sit in the first two rows.

**GOLD NECK CORDS**

Students graduating with high honors (3.8 average or higher) will receive a gold neck cord to wear and may keep the cord. Gold cords will be distributed by department heads prior to lining up for the processional.

**LINE UP**

Graduates will line up in the Family Life Center according to color-coded curriculum signs. To avoid confusion, please stay in your assigned curriculum area during line up. Only graduates, marshals and college personnel will be allowed in the Family Life Center.

**DRESS AND GRADUATE DECORUM**

Your cap should sit flat with the tassel to the right. Men should wear dress shirts with collars. Dark colored dress shoes and dress slacks are preferred. Women should wear a modest dress or skirt or dress pants with a sweater or collared blouse. **The following items of clothing are inappropriate and should be avoided:** Athletic shoes, flip flops, spike-heeled shoes, denim, and large, dangling earrings. Avoid chewing gum during all parts of the ceremony.

**PROCESSIONAL**

Participants will march in single file as follows: Faculty marshal, program participants, board of trustees, faculty, student marshals, and graduates. Graduates will march in the following order: Graduates receiving special recognition, followed by Adult High School/GED graduates, then curriculum graduates in alphabetical order. **REMAIN STANDING for the National Anthem.**

**NOTE TO MEN:** Watch President Gatewood: When he removes his cap, remove yours. Replace your cap when the president does.

**ALL GRADUATES:** As the signal is given, sit down in unison after the National Anthem and invocation.

**RECEIVING DIPLOMAS**

Follow directions of marshals. One row of graduates will rise at a time. Walk to the right side of the Worship Center and up the stairs to the stage. The announcer will be on stage to your right. Walk to him/her, and give him/her the name card that your department head gave you just before the ceremony. If you are receiving two degrees, you will receive two name cards. If you have two name cards, give both to the announcer. When your name is called to receive your diploma, proceed to the center of the stage where President Gatewood and the chairman of the board of trustees are standing.
Receive your diploma with your left hand, and shake President Gatewood’s hand with your right. Walk down the left side of the stage and return to your seat. Each row will remain standing until given word by the marshals to be seated.

CONFERRING OF DEGREES AND TURNING OF TASSELS

All graduates will rise in unison, and President Gatewood will confer the degrees. He will direct the graduates to turn their tassels. Graduates will be seated in unison upon direction of President Gatewood.

RECESSIONAL

The recessional proceeds in this order: Faculty marshal, program participants, board of trustees, faculty, and graduates. Stay in single file, and follow the marshal giving you instructions.

NOTE:

All graduates will receive diploma covers during the ceremony. For those completing degree requirements in and prior to May, degrees, diplomas and certificates will be mailed to you within 10 days following the ceremony. If you have not received your respective document within two weeks, please contact the Student Success office at 336.506.4270. Those completing degree requirements during summer school will receive your degrees, diplomas and certificates in the mail by the end of July.