FREQUENTLY ASKED QUESTIONS
CURRICULUM STUDENTS AND CAREER & COLLEGE PROMISE (CCP) STUDENTS

2020 COMMENCEMENT

1 -QUESTION: “I’m planning to graduate. What do I do first?”

1. Prospective curriculum graduates must submit the Application for Graduation form. The form can be submitted electronically through the student’s Self Service account (Application for Graduation under the Academic Planning Section) or can be submitted at the Student Success Office located on the first floor of the Gee Building. This form must be submitted in order to graduate; graduation is not an automatic process.

2. Take the completed form to the Admissions Office and pay the appropriate fee at the Cashier’s Office, located on the first floor of the Gee Building. The $25 application fee includes the processing cost of one (1) degree, one (1) degree cover, and the cost of the cap and gown. There is a $6.00 charge for each additional degree ordered. Payment cannot be made online at this time. For more information, contact the ACC Business Office at 336-506-4141.

2 -QUESTION: “What’s the deadline for completing the Application for Graduation and paying the graduation fee?”

• Fall graduates must have completed their Application for Graduation form by December 5, 2019 and pay the graduation fee by April 28, 2020.

• Spring graduates must complete their Application for Graduation form by March 2, 2020 and pay the graduation fee by April 28, 2020.

• Summer graduates must complete their Application for Graduation form by April 6, 2020 and pay the graduation fee by April 28, 2020.

3 -QUESTION: “How do I receive guest tickets to Commencement?”

• Four (4) guest tickets are available and will be picked up with your cap & gown in the Student Activities Area (SGA office) at the allotted times once the graduation fee of $25.00 is paid.

• Your guests should plan to arrive early. There will be no accommodations for overflow seating. The fire code will not allow guests to stand or be seated in aisles.

4 -QUESTION: “How do I order my cap and gown?”

• Visit https://alamance.shopoakhalli.com to order your cap and gown.

5 -QUESTION: “What’s the deadline for ordering my cap and gown?”

• Fall graduates’ orders open March 1 and close March 26. Orders placed in this ordering period can be picked up starting April 29.
• Spring and Summer graduates’ orders open March 27 and close April 24. Orders placed in this ordering period can be picked up starting May 27.

6 -QUESTION: “When and where do I pick up my cap and gown?”
• Cap & Gowns and Tickets will be available for pickup in the Student Activities Area (SGA Office) on four specific dates:
  - Wednesday, April 29 & Thursday, April 30 from 11:00 am to 2:00 pm & 4:00 pm to 7:00 pm.
  - Wednesday, May 27 & Thursday, May 28 from 11:00 am to 2:00 pm & 4:00 pm to 7:00 pm.
Please bring paid graduation receipt and photo ID to receive cap and gown and tickets. Any cap and gown not picked up will be sent to the Business Office.

7 -QUESTION: “I expect to graduate with honors. Will I receive an honor cord?”
• Honor cords will be distributed by department heads in the graduate gathering area prior to the ceremony. Students who have a cumulative grade point average of 3.8 (rounded) or higher at the time of Commencement will be given a gold honor cord signifying High Honors and students with a cumulative grade point average between 3.3 (rounded) and 3.744 will be given a silver honor cord signifying Honors.

8 -QUESTION: “What do I wear to the commencement ceremony?”
• Dark colored dress shoes.
• Dark colored slacks are preferred for men.
• Ladies should not wear high, spiked heels.
• Athletic shoes are not acceptable.

9 -QUESTION: “Is there a rehearsal for the commencement ceremony?”
• Commencement ceremony practice is available to all students and faculty as an option.
• Those who do not attend practice may still participate in the commencement ceremony.
• When: Thursday, June 4, 2020
• Time: 5:00 p.m.
• Where: Elon University, Alumni Gym, Koury Athletic Center
  • Take Interstate 85/40 to Exit 140 (University Drive). From southbound I-85/40, exit right and turn right.
    From northbound I-85/40, exit right and turn left.
  • Stay on University Drive for 1.4 miles and turn right on Highway 70 East/S. Church Street.
  • Take Highway 70 East/S. Church Street to Williamson Avenue (.7 miles). Turn left on Williamson
  • Follow this road for 1.7 miles. You will cross railroad tracks as you enter the campus area.
  • Cross over Haggard Ave. (with BP gas station on the corner)
  • The building on your right is the Koury Center.
  • Students should turn left and park in the lot just past the BP gas station.
10 -QUESTION: “Where and when is the commencement ceremony?”

- When: Friday, June 5, 2020 at 7:00 p.m.
- Time: Graduates must arrive by 5:45 p.m. Processional begins promptly at 7:00 p.m.
- Where: Elon University, Alumni Gym, Koury Athletic Center
  • Take Interstate 85/40 to Exit 140 (University Drive). From southbound I-85/40, exit right and turn right.
    From northbound I-85/40, exit right and turn left.
  • Stay on University Drive for 1.4 miles and turn right on Highway 70 East/S. Church Street.
  • Take Highway 70 East/S. Church Street to Williamson Avenue (.7 miles). Turn left on Williamson
  • Follow this road for 1.7 miles. You will cross railroad tracks as you enter the campus area.
  • Cross over Haggard Ave. (with BP gas station on the corner)
  • The building on your right is the Koury Center.
  • Students should turn left and park in the lot just past the BP gas station.

11 -QUESTION: “Is there an accessible seating section at Commencement?”

- Accessible seating is available in designated sections. Due to limited seating, only one guest can accompany the individual who is located in this section.

12 -QUESTION: “Who do I contact regarding disability related accommodations for Commencement?”

- Persons with disabilities who need accommodations should contact ACC’s Office of Disability Services at 336-506-4130 by Friday, May 1, 2020. This includes requests for students and guests. Every attempt will be made to arrange accommodations. Late requests cannot be guaranteed.

13-QUESTION: “Where is the accessible (handicapped) parking at Commencement?”

- Accessible parking spaces are in the lot near the Koury Athletic Center. This parking lot is monitored by ACC Public Safety. Guests must have a handicapped place card or plate on their vehicle to park in the lot. In the event the lot is full, overflow accessible parking is located across the street in the Oaks lot. A transportation shuttle will be provided if needed.

14-QUESTION: “I am not participating in the commencement ceremony. How do I get my diploma?”

- Diplomas will be mailed one week after graduation requirements are completed.

15 -QUESTION: “I forgot to order my cap and gown. What do I do now?”

- The Business Office has a limited surplus of caps and gowns. Once you have paid your graduation fee, you may pick up a cap and gown at the Business Office after April 29. Please be aware that your correct size may not be guaranteed in this circumstance.
16 - QUESTION: “Who do I contact if I have additional questions?

Graduation Application Status: penny.vaughn@alamancecc.edu
Graduation Fee Payment: Business Office – 336-506-4141
Cap/Gown Pick-Up: donna.pruitt@alamancecc.edu
Cap/Gown Pick-Up after April 28: nikki.ellis@alamancecc.edu
General Commencement Questions: commencement-feedback@alamancecc.edu