

**COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT**  
**\*\*\* PLEASE READ this Important Commencement Information \*\*\***

**GRADUATE INTENT TO PARTICIPATE**

Your intent to **participate** in the commencement ceremony is declared by completing and submitting the Intent to Participate form (enclosed) to the Office of Student Services. This form is used for: the phonetic spelling of your name (as you want it read aloud); your estimated number of guests (**there are no guest tickets**); RSVP for the Rehearsal Breakfast; special needs or disabilities for which you or your guests may require assistance; and a release to use your name and picture in graduation news. You **must submit an Intent to Participate form** to Student Services by **May 1<sup>st</sup>** due to information needed from the form.

**CAP & GOWN:** Go to the General Ernie Reid Bookstore to obtain and pay for your cap and gown. It is **critical** that you purchase your regalia at the General Ernie Reid Bookstore between April 15<sup>th</sup> and May 17<sup>th</sup>. Hours for purchase are **Monday through Thursday, 8:00 a.m. to 5:00 p.m.**, and **Friday 8:00 a.m. to 3:00 p.m.** Purchase price is **\$38.00 plus tax**. One tassel is included, but additional tassels may be purchased at the bookstore for \$6.00, a “mega” tassel for \$8.00 and a key ring tassel for \$6.00. If you are under 4’10” or larger than 2XL, notify the Bookstore upon ordering. **Be sure to iron or press your gown at home before the ceremony.**

**ANNOUNCEMENTS:** Announcements will be available for purchase in the General Ernie Reid Bookstore beginning April 15<sup>th</sup> at \$1.00 each.

**DRESS CODE:** Graduation gowns can be very warm in late May in the desert. It is recommended that graduates wear lightweight clothing beneath them. It is also recommended that men **do** wear long pants (slacks are preferred rather than jeans) as the gowns are not ankle-length and shorts can give the same appearance as skirts under the gowns. Men should also wear white shirts with collars for similar reasons. Please do not plan to leave clothing, valuables, or anything else in the dressing area. It is suggested you give jackets, purses and other valuables to your guests for safekeeping, or lock them in your car before reporting for line-up.

**ADORNMENTS:** CMC has maintained the integrity of the academic dress/regalia tradition as prescribed by the American Council on Education (ACE), the major coordinating body for all the nation's higher education institutions. ACE does not permit graduates to wear adornments or other embellishments with their Cap and Gown, except for Phi Theta Kappa and Alpha Beta Gamma, CMC-recognized Academic Honor Societies. At this time, CMC graduates are required to adhere to this timely tradition of not wearing leis, adornments, wearing of RN or VN pins, or other embellishments for the commencement ceremony and will be asked to remove any of these items prior to the ceremony and may not be permitted to participate if they refuse.

Membership in Phi Theta Kappa is denoted by the wearing of the Gold Honor Stole, a Blue and Gold Double Honor Cord, and/or a Gold Tassel. The Gold Key Medallion may not be worn. It does not denote academics; it denotes community service and should not be worn.

Membership in Alpha Beta Gamma is denoted by the wearing of the Sapphire Blue Satin Stole.

The Student Veterans of CMC are permitted to wear Red, White & Blue recognition cords to signify their former and current military service. CMC's Service Club wears Copper & Teal; EOPS wears Silver; ASCMC wears Peacock Blue, and the American Sign Language Club wears Red, Black, and Silver recognition cords.

Verified transfer students are permitted to wear a medallion signifying their acceptance into a 4-year college or university.

**DECORATING MORTARBOARDS (“CAP”) POLICY:** Be creative, add personalization. All decorations must be appropriate and respectful for the occasion. Keep it clean! Only 2-dimensional decorations; no 3-dimensional decorations. All decorations must fit on the top of the cap; decorations cannot go over the edges of the cap. Remember to leave room for your regular-sized CMC tassel! (no mega tassels) Staff will check caps before the ceremony begins. In case of unacceptable decorations, the offending cap will be confiscated, and replaced with a blank substitute. Additionally, CMC reserves the right to keep a student from walking in the ceremony at all. Gowns are not to be decorated; caps only. No wearing of leis or other non-honors related or recognition-related cords or accoutrement. Please maintain the decorum of the ceremony.

**GUEST REQUESTS & INFORMATION:** **There are no guest tickets.** All guest seating is in the bleachers. Parking is limited; please have family and friends carpool. Seating is limited for expected guests and participants in the bleachers. Along with the number of expected guests, please indicate on your *Intent to Participate* form if you or any of your guests are disabled and will require special arrangements or assistance. There will be listening devices and a signer for the deaf if any graduates indicate hearing impaired guests will be attending. Please notify your guests who are smokers the Bell Center is a non-smoking area. Please ask your guests to turn off cellular telephones and pagers during the ceremony. All guests are to enter the Bell Center through the West doors (facing Joshua Tree and Yucca Valley). Late arriving guests are not permitted to enter the Gymnasium during the Posting of Colors, Pledge of Allegiance, and National Anthem.

Due to Fire Code Regulations, if seating is not available in the Gymnasium, guests must remain in the lobby.

**REGARDING YOUNG GUESTS:** The Commencement ceremony is generally not enjoyable for most children under school age. Please use discretion when including young children on your guest list. It may be difficult for parents/guardians to keep young children entertained and quiet for up to two hours so as not to disrupt the ceremony and disturb other guests. On-site childcare is not available and the Bell Center is not an

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appropriate play area during the ceremony. Consider alternate arrangements for young children so that **all** guests and honorees are able to enjoy the celebration of your achievement.

**REHEARSAL & BREAKFAST:** All graduates are strongly urged to attend the rehearsal beginning at 9:00 a.m. on the morning of graduation (Thursday, May 23<sup>rd</sup>) in the Bell Center, and the complimentary breakfast immediately following rehearsal also in the Bell Center. Critical instructions will be given regarding the ceremony. Your breakfast will be prepared and served by CMC faculty. Please RSVP by checking the box provided on the *Intent to Participate* form if you plan to attend. Remember, the rehearsal breakfast is **not** an activity designed to include guests.

**LINING UP:** Grads will need to enter the Bell Center through the North doors (doors closest to the Main Campus) and proceed to the Fitness Center, Rooms 621 & 621G (see Map: Bell Center Map – Grads). Please arrive at CMC’s Bell Center **NO LATER THAN 4:45 p.m. on Thursday, May 23<sup>rd</sup>** to receive final instructions, don your regalia, and obtain name cards to hand to the announcer. We suggest graduates bring safety and bobby pins in case they are needed to secure collars to gowns or caps to heads! **Be sure to iron or press your gown at home before the ceremony.**

**PHOTOGRAPHS:** No arrangements have been made for a professional portrait photographer to be at the ceremony; however, a decorated backdrop will be provided in the Bell Center for personal photos. **DO NOT** fall for any photography scam by persons claiming to be school photographers!

**ADDITIONAL DOS AND DON'TS FOR COMMENCEMENT DAY:** If you want to participate in Commencement you must abide by the following guidelines:

- DO remember to attend the mandatory rehearsal at 9:00 a.m. on the day of commencement at the Bell Center.
- DO remember to iron your gown before the event (cool iron).
- DO remember to bring extra bobby pins to secure your cap (optional).
- DO wear the cap straight, pulled down over the forehead. Caps should be worn at all times during the ceremony by men, except during the National Anthem.
- DO make sure your regular-sized CMC tassel is draped over the left front corner of the cap (no mega tassels).
- DO show up to the Bell Center Gymnasium by 4:45 pm SHARP to start lining up.
- DON'T bring any illegal substances or alcoholic beverages with you to the event. Coolers, bottles, and alcoholic beverages are NOT permitted at the ceremony.
- DON'T wear leis, adornments, RN or VN pins, other embellishments. You will be asked to remove any of these items prior to the ceremony and may not be permitted to participate if you refuse.
- DO leave all personal belongings (coats, purses etc.) at home or with family.
- DO plan to line up with your friends who are graduating and enjoy your accomplishment!!

**NO REFRESHMENTS ARE SERVED OR ALLOWED IN THE BELL CENTER GYMNASIUM**

**DEADLINES & IMPORTANT DATES**

April 15 to May 17		Grads Purchase Cap & Gown	Bookstore
by May 1		Grads Submit <b>Intent to Participate</b>	Student Services
April 15 to May 15		Purchase Announcements	Bookstore (optional)
May 9	9:30 a.m.	Rehearsal for Active Duty, Veterans Dependent and DoD Recognition Ceremony	Protestant Chapel on Base
May 9	11:00 a.m.	Active Duty, Veterans, Dependent and DoD Recognition Ceremony	Protestant Chapel on Base
		A separate email will be sent regarding the Grad Recognition Ceremony on Base	
by May 17	Mon.-Thurs. 8 a.m-5 p.m. Fri. 8 a.m.-3 p.m. Closed Sat/Sun	Grads Pick up Regalia	Bookstore
May 23	9:00 a.m.	Rehearsal	Bell Center Gymnasium
May 23	10:00 a.m.	Breakfast After Rehearsal	Bell Center Community Room
"	4:45 p.m.	Report for Line-Up	Bell Center Community Room
"	5:15 p.m.	Guests Begin Arriving	Bell Center Gymnasium
"	5:45 p.m.	Commencement Ceremony Begins	Bell Center Gymnasium

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