



# GRADUATION INFORMATION

Please keep this as a reference until Graduation Day

## There will be two ceremonies on Saturday, December 14, 2024:

Elgin Community College

J Building: Spartan Events Center

Questions: [records@elgin.edu](mailto:records@elgin.edu) or 847-214-7386

**10 am-** Transfer Degrees (Associate in Arts, Associate in Science, Associate in Fine Arts- Visual Art Emphasis, Associate in Fine Arts- Music Performance Emphasis, Associate in Engineering Science, Associate in Liberal Studies)

**2 pm-** Career and Technical Programs (Associate of Applied Science degrees, Vocational Specialist Certificates, Basic Vocational Specialist Certificates)

**As a candidate for a transfer degree, you will participate in the program at 10 am.**

**We expect the ceremony to last approximately 90 minutes.**

### Graduate Checklist:

#### Prior to ceremony- Monday & Tuesday, December 2 & 3:

- 8 am until 7 pm- Cap & Gown Pick Up, Building B Jobe Lounge: You must pick up your cap & gown at the Building B Jobe Lounge on December 2 or 3 or make other arrangements with the Records office.** Your cap and gown package will contain everything you need at the ceremony. (If you are involved in **ICAPS, or TRiO** you must obtain your accessories prior to the ceremony by contacting their offices).
- If you or any guest needs an accommodation to fully participate in this graduation ceremony, please complete this [graduation accommodation form](#). We need advance notice to arrange accommodations, such as sign language interpreters, captionists, text in an alternate format (e.g., large print, Braille), hearing assistive device, accessible/wheelchair seating, etc. It may take 4-6 weeks to produce materials in Braille or arrange certain accommodations. If you have any questions, please contact [sds@elgin.edu](mailto:sds@elgin.edu).
- If you learn you are unable to attend the ceremony, please contact the records office at [records@elgin.edu](mailto:records@elgin.edu) or 847-214-7386 to let us know.

#### Day of ceremony- Saturday, December 14:

- Enter the Visual and Performing Arts Center (H Building)
- Graduates should check in between 60 and 90 minutes prior to your ceremony (8:30 am for the 10 am ceremony; 12:30 pm for the 2 pm ceremony).**
- Bring your cap & gown and all accessories. They are yours to keep. Tassels are worn on your right. You will transfer tassels to your left at the end of the ceremony.
- Do not bring valuables. Leave your valuables with a guest. The college will not be responsible for lost items.**
- Empire Photography will be available for graduate portraits prior to the ceremony. They will also photograph you as you cross the stage. Proofs will be emailed after the ceremony and you can decide if you want to purchase them. A QR code will be available for you to scan for easy registration to receive proofs.
- At the conclusion of the ceremony, move quickly to the reception in the Visual and Performing Arts Center. You can meet your guests there.
- Photo opportunities are available in the Performing Arts Center after the ceremony at the reception.

### After the ceremony:

- Diplomas are mailed six to eight weeks after the semester ends.** You will receive a diploma cover as you cross the stage.

### Guest Checklist:

- Guests will not need tickets for the ceremony.** Seating is first-come, first-served. Your guests will be able to join you virtually as **the ceremony will be live-streamed.** Please share this information with those you intend to invite to celebrate, especially those who may be reluctant to join large crowds.
- Park in the lot adjacent to the Events Center (J Building). Designated handicapped parking is available. Visit [www.elgin.edu/campusmap](http://www.elgin.edu/campusmap) for details.
- Guests enter at the main entrance of the Events Center (J Building).** Guests do not enter the Visual and Performing Arts Center (H Building).
- Events Center doors open 60 minutes prior to the ceremony for guests.
- Doors close at 10 am sharp to allow graduates to enter. Guests who arrive late must wait until the processional is complete before being permitted to enter.**
- The use of noisemakers during the ceremony is prohibited.
- To avoid interfering with the view of other guests, large objects (balloons, signs, etc.) should be placed below the bleachers.
- At the conclusion of the ceremony, guests are asked to remain seated until the graduates exit.
- Move quickly to the Visual and Performing Arts Center to the reception following the ceremony. You can meet your graduate there.
- Photo opportunities are available in the Performing Arts Center after the ceremony at the reception.
- Elgin Community College is a smoke-free campus. Smoking is prohibited anywhere on campus. Smoking is only allowed in Parking Lots A, H, and J, but only inside a vehicle. The vehicle's windows and doors must be closed when smoking occurs in these lots. Violators will be subject to penalties.

Commencement flowers will be available for sale on-site in the Building J Rotunda prior to both graduation ceremonies or by pre-ordering at: <https://www.thecommentgroup.com/elgin/> Pre-ordered arrangements will be conveniently available for pick up on-site on the day of commencement. Prices vary between \$20-\$50 and range between roses, bouquets, and plush toys. Only credit card payments will be accepted. These flowers are brought to you by Grad Flowers and are sponsored by the Gamma of Illinois Alumni Association, an alumni organization of the Rho Kappa Chapter of Phi Theta Kappa.