



**Herkimer County Community College 48<sup>th</sup> Annual Commencement**  
Friday, May 20, 2016, 5:00 p.m., Physical Education Building  
Reception to follow in the Robert McLaughlin College Center

**Important Information for the Class of 2016:**

Commencement Regalia

Students planning to participate in the Commencement ceremony can pick up regalia (caps and gowns) in the College Bookstore Monday, April 18 through Friday, May 13. Bookstore hours are Monday through Friday, 8 a.m. to 4 p.m. To receive caps and gowns, students must show photo ID (i.e. driver's license, Herkimer College ID or other government issued photo ID). You will be fitted for your cap and gown at pick up, and will be asked to sign for them. If you are unable to pick up your regalia during this time, contact Mr. Prokopienko at [prokopijd@herkimer.edu](mailto:prokopijd@herkimer.edu) by May 6 to make special arrangements.

Honors Stoles and Cords

Graduates with a cumulative 3.8 GPA or higher (as of completion of fall 2015 semester) are entitled to wear a gold honors stole distributed to eligible graduates with regalia. If you do not receive an honors stole with your regalia, and you believe you are eligible, please contact the Registrar's office at 315.866.0300 ext. 8580 or [registrar@herkimer.edu](mailto:registrar@herkimer.edu) to confirm your eligibility.

Phi Theta Kappa members in good standing are eligible to wear blue and gold cords, and Honors Program graduates are eligible to wear gold cords. The PTK advisor or Honors program coordinator will communicate with eligible students regarding cords before the end of the semester. Honors stoles and cords will not be available for pick up the day of Commencement.

Veterans are eligible to wear red, white and blue cords. Graduates who receive VA benefits or self-identify themselves to the Registrar with a copy of their DD214 are eligible.

Guest Tickets

Each guest entering the gymnasium will be required to present a ticket. Children ages 3 and up are required to have tickets. Seating in the gymnasium is general admission on a first-come, first-served basis. Strollers and car seats are strongly discouraged due to space limitations. Guest tickets for admission to the gymnasium will be distributed to participating graduates with regalia at the College Bookstore. **Due to a limited seating capacity in the gymnasium, guest tickets are limited, and will be distributed as follows:**

- A maximum of four tickets will be given to the first 200 students to pick up regalia.
- A maximum of three tickets will be given to the next 50 students to pick up regalia.
- After that, two tickets will be given to each student until the maximum capacity has been reached.

While we do our best to accommodate as many graduates and guests as possible, we cannot exceed the gymnasium's capacity for safety reasons.

Overflow Seating for Guests without Tickets

Seating will be available in the Sarkus-Busch Theater (Robert McLaughlin College Center) for guests who do not have tickets. The ceremony will be broadcast live on a large screen. The theater is air conditioned and handicapped accessible, and is a desirable seating option for many guests who do not wish to sit in bleacher style seating.

Special Needs: If you or a guest will need any special accommodations, such as an interpreter, a ramp to the stage or handicapped-accessible seating, please notify the Public Relations Office no later than Friday, May 6 at 315-866-0300 ext. 8259 or [baileyem@herkimer.edu](mailto:baileyem@herkimer.edu).

### Commencement Line-Up

There is no Commencement rehearsal, so it is very important for graduates **to report to the Herkimer College Technology Center no later than 3:30 p.m. on Friday, May 20**, so proper marching order can be arranged. Late arrivals may not be permitted to participate in the ceremony. Graduates will be lined up alphabetically in order of major, and then by last name. **Please refrain from bringing valuables with you (i.e. purses, keys, phones, etc.) as there is not a secure place to store them during the ceremony.**

### Post-Commencement Reception

You and your guests are invited to a post-Commencement reception immediately following the ceremony in the Robert McLaughlin College Center lobby.

### Live Broadcast of Commencement

A live broadcast of the ceremony can be viewed on HCTV, Time Warner Cable's public access channel 99 in Southern Herkimer County. The ceremony will also be streamed live at [www.herkimer.edu](http://www.herkimer.edu).

### Photography

The College has contracted with Genesee Photo to take photos of each graduate as they receive their diploma. Within a few weeks of the ceremony, graduates will receive an email at their college issued email account (herkimer.edu) with an individual passcode and link to view proofs and purchase photos. For more information: [www.geneseephoto.com](http://www.geneseephoto.com)

### Flowers

Commencement flowers may be purchased online in advance. The vendor will have a stand set up at the entrance to the ceremony where online orders can be picked up. Flowers will also be sold on site at the same prices, but ordering ahead of time guarantees your selection of color/size. To order, go to [www.commencementflowers.com/herkimer](http://www.commencementflowers.com/herkimer).

### Diplomas

You will receive a diploma cover only at Commencement. Diplomas will be mailed to all graduates whose graduation requirements have been met within a few weeks after the ceremony.

### Graduation Fee

You must pay a graduation fee to the Bursar's Office regardless of whether you plan to participate in Commencement. The fee must be paid before your diploma can be released to you. If you are not sure whether you've paid the graduation fee, you may check your account summary on Student Online Services or call the Bursar's Office at (315) 866-0300, ext. 8315.

### Recycling of Regalia:

Your regalia is made from 100 percent, post-consumer recycled plastic bottles. Used regalia can be turned in after Commencement and it will be recycled into new fabric. Look for containers located at PE Building and College Center exits.

### Questions:

- Graduation requirements/Diplomas: Registrar's Office, 315.866.0300 ext. 8580 or [registrar@herkimer.edu](mailto:registrar@herkimer.edu)
- Graduation Fee: Bursar's Office, 315.866.0300, ext. 8315 or [bursar@herkimer.edu](mailto:bursar@herkimer.edu)
- Regalia: Bookstore, 315-866-1550 or [prokopijid@herkimer.edu](mailto:prokopijid@herkimer.edu)
- Commencement ceremony: Public Relations Office, 315.866.0300, ext. 8259 or [ruffingrj@herkimer.edu](mailto:ruffingrj@herkimer.edu)
- Campus Map and Directions to Herkimer College: <http://www.herkimer.edu/directions/>