



# Herkimer

THE STATE UNIVERSITY OF NEW YORK

## **Herkimer County Community College 51<sup>st</sup> Annual Commencement**

Friday, May 17, 2019, 4:00 p.m., Physical Education Building

Reception to follow

### **Important Information for the Class of 2019:**

#### Commencement Regalia

Students planning to participate in the Commencement ceremony can pick up regalia (caps and gowns) in the College Bookstore beginning Monday, April 1 through Friday, May 10. Bookstore hours are Monday through Thursday, 8 a.m. to 5 p.m., and 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 Ms. McMichael at [mcmichase@herkimer.edu](mailto:mcmichase@herkimer.edu) by Friday, May 3 to make special arrangements. There is no charge to the graduate to participate in Commencement.

#### Honors Stoles and Cords

Graduates with a cumulative 3.8 GPA or higher (as of completion of winter 2019 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) 574-4037 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. Veterans who receive VA benefits or self-identify themselves to the Registrar in RMCC 216 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. 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 to 4 per student until tickets are gone.**

While we do our best to accommodate as many graduates and guests as possible, we cannot exceed the gymnasium's capacity for safety reasons. Additional guests that do not have a ticket are invited to watch the ceremony live in the Sarkus-Busch Theater on a jumbo screen and attend the reception.

Special Needs: Graduates who need any special accommodations, such as a sign language interpreter or a ramp to the stage must notify the Public Relations Office no later than Monday, March 25 at (315)-574-4026 or [baileyem@herkimer.edu](mailto:baileyem@herkimer.edu). Special seating for guests with mobility difficulties will be available on a first-come, first-served basis.

### 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 2:30 p.m. on Friday, May 17**, 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

Graduates and guests are invited to gather for light refreshments on the lawn outside the Physical Education Building immediately following the ceremony.

### 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 Application

To ensure your name is in the program, you must complete a graduation application and submit to the Registrar's Office, by Friday, April 19.

More Info: [www.herkimer.edu/commencement](http://www.herkimer.edu/commencement)

### Questions:

- Graduation requirements/Diplomas: Registrar's Office, (315)-574-4037 or [registrar@herkimer.edu](mailto:registrar@herkimer.edu)
- Regalia: Bookstore, (315)-866-1550 or [mcmichase@herkimer.edu](mailto:mcmichase@herkimer.edu)
- Commencement ceremony: Public Relations Office, (315)-574-4026 or [ruffingrj@herkimer.edu](mailto:ruffingrj@herkimer.edu)
- Campus Map and Directions to Herkimer College: <http://www.herkimer.edu/directions/>