

**Rock Valley College**  
**Commencement Ceremony Information**  
**May 12, 2017 at 6:00 pm**  
**Physical Education Center (PEC)**

**Graduate Reception**

Due to space limitations there will not be a graduate reception this year.

**Photo Opportunities**

Look for photo areas around campus, including but not limited to within the Student Center, outside by the gazebo, the creek, the pond, and Starlight Theatre to take photographs in graduation regalia with family and friends.

**Commencement Ceremony**

*Please read this section carefully. Information including line-up, check-in, locations, times, ceremony participant etiquette, etc. is included.*

Participants are required to meet at the check in table on the lower level of the Physical Education Center, **promptly by 5:15pm**. We will have line up lists located throughout the lower level of the PEC and outside each room. Please look at those lists to determine which room you must line up in. It is **EXTREMELY IMPORTANT** to be on time, as the procession will begin on time. **Please do not bring any personal items of value with you to the ceremony (ex: purses, coats, etc.); there is NO secured storage area. Please leave items with family or friends.**

The ceremony will begin at 6:00pm sharp. It is expected to last approximately two hours and you are required to stay for the duration of the ceremony. As your name is read, you will walk across the stage to shake hands with the President and have your picture taken by the ceremony photographer. (Information on ordering the photo will be mailed to you from the photographer, Central Valley Studios.) We ask that your family/friends remain seated after your name has been called, as to not disrupt those around them who are waiting to see their graduate cross the stage.

Once the ceremony has concluded, the graduates will recess out of the Physical Education Center. You are free to leave at that time. *Please make arrangements to meet your guests **outside** of the PEC, as the building will need to be cleared immediately following the ceremony.*

If you are in need of special accommodations during the line-up, or ceremony, please contact the Disability Support Services Office at (815) 921-2356 by Friday, May 5<sup>th</sup>.

**Photography Notice**

You may be in photography and/or videography taken during the Rock Valley College Commencement Ceremony (includes before, during and after the event). Attendance at the Commencement Ceremony constitutes an understanding and authorization for the use of your picture without charge by Rock Valley College and/or the Rock Valley College Foundation. Images may be used for a wide range of College materials including, but not limited to, search and recruitment materials, publications and catalogs, fundraising materials and all video and electronic media. Commencement participants release the Board of Trustees of Community College District No. 511, the Rock Valley College Foundation Board, its administrators and employees from any and all liability in connection with such use.

**Guest Tickets**

Guest tickets will be needed for family and friends of graduates. Each participant will be allotted **four** tickets; there are no extra tickets available this year. Each guest in attendance, *regardless of age*, is required to have a ticket in order to gain entrance into the Ceremony. **NOTE:** If guests arrive without a ticket, they will be directed to view the ceremony at the Student Center Atrium via live video streaming. **Tickets will not be available at the door.**

**Guest Seating**

The PEC will NOT be open until 4:00 pm. Seating is general admission; there are no assigned seats. We will provide floor seating for guests with special needs. The special needs seating will be available on a first-come, first-served basis and accommodates **one additional guest** to sit with the person. Other guests must sit in the general seating area. Additionally, the first row of each bleacher section will accommodate any guests unable to maneuver the bleachers, but who do not require special needs seating.

*(See reverse for more information)*

## **Graduation Regalia**

The purpose of commencement is to celebrate your academic achievements, and educational success. The tradition of wearing caps and gown is historic and deeply meaningful. RVC has purchased a cap and gown for you to wear at the ceremony and they are yours to keep. Your cap and gown cannot be altered in anyway. The only items that can be worn with your gown, during the ceremony, include RVC sanctioned cords and/or stoles that you may have received at an RVC ceremonial event or given to you by RVC to recognize your academic achievement, or by virtue of your affiliation with one or more RVC honor societies or programs (i.e. Phi Theta Kappa, Delta Alpha Pi, Running Start, Veteran's Affairs). General clubs and student organizations are not permitted to wear additional regalia.

Honors cords that you receive from RVC can be worn in conjunction with stoles. For example, if you are a member of Phi Theta Kappa and you purchased the organization's stole, you should wear it in addition to the honors cord.

## **Academic Honors & Honors Cords**

Students will receive academic honors at Commencement based on the cumulative GPA as of the **fall 2016** semester. Students earning a cumulative GPA of 3.25 – 4.0 will be qualified to receive honors and a special cord will be worn to signify those honors. (The cords are obtained at Cap and Gown Pick Up Day.) These honors will also be posted in the Commencement Program.

3.25 – 3.74 – Honors (white cord)

3.75 – 3.99 – High Honors (silver cord)

4.0 – Highest Honors (gold cord)

If your GPA changes at the end of the **spring 2017** semester, your honors status will be adjusted accordingly. The official transcript and diplomas will be reflective of honors status at the time of degree completion.

## **Transcript and Diploma Information**

Degrees earned will be posted to student records within three weeks of the conclusion of the semester for which they applied. Transcripts will be available at that time reflecting degrees earned. If a transcript is needed reflecting a degree earned, a request must be made in writing specifically requesting to send the transcript once the degree is posted. A form is available in the Records and Registration Office, top floor of the Student Center and also on the RVC website, [www.rockvalleycollege.edu/Admission/Registration/Transcripts.cfm](http://www.rockvalleycollege.edu/Admission/Registration/Transcripts.cfm).

For those students who have applied for spring graduation, diplomas will be mailed approximately four weeks after the submission of spring semester grades. For those students who have applied for summer graduation, diplomas will be mailed approximately four weeks after the submission of summer semester grades.

## **Questions**

Should there be any additional questions, please contact:

- Commencement Ceremony, contact the Records and Registration office at (815) 921-4250 or [www.rockvalleycollege.edu/graduation](http://www.rockvalleycollege.edu/graduation)
- Ceremony Announcements, contact the Info Desk at (815) 921-INFO
- Course Requirement status, contact the Academic and Transfer Advising office at (815) 921-4100 or review your program evaluation on your personal Online Services account [www.rockvalleycollege.edu/onlineservices](http://www.rockvalleycollege.edu/onlineservices)
- Transcript Request Status, log into your personal Online Services account