Technical College of the Lowcountry
COMMENCEMENT FACT SHEET FOR MAY 2015 GRADUATES
Congratulations!

CAP AND GOWNS
The deadline to order [www.tcl.edu/grad] your cap and gown is Friday, March 27, 2015. Check the TCL website for further information on Commencement.

You may pick up your cap and gown and up to five vehicle hangtags on Monday, May 11 at the Beaufort Campus Bookstore. Only one hangtag is needed per vehicle. Additional hangtags will be available at the Student Records office on the Beaufort Campus, the Student Services counter at the New River campus, the front office at the Hampton Campus and the TCL Office at the Whale Branch Early College High School campus.

REHEARSAL – Tuesday, May 12
1. We will conduct a rehearsal of the commencement processional, recessional, and diploma receipt.
2. Rehearsal is mandatory for all participating graduates. Please arrive promptly at 5:30 p.m. at the MacLean Hall (building 12) auditorium on the Beaufort campus. Rehearsal should end by 6:30 p.m.
3. You will obtain a card with your name on it. Please indicate any concerns about your name card, address change or if you need special accommodations for the night of the commencement ceremony, please stop by the Information Table after rehearsal.

ACCESS TO THE MILITARY BASE
Please use the vehicle hangtags to enter the military base for the commencement ceremony. Only one hangtag is needed per vehicle. Additional hangtags will be available at the Student Records office on the Beaufort Campus, the Student Services counter at the New River campus, the front office at the Hampton Campus and the TCL Office at the Whale Branch Early College High School campus.
OTHER INFORMATION

Honor Cords
To receive an honor cord, you must be in a program of 30 semester hours or more in length and you must have earned the following cumulative GPA*:

- Suma Cum Laude  4.0 cumulative GPA
- Magna Cum Laude  3.75-3.99 cumulative GPA
- Cum Laude  3.50-3.74 Cumulative GPA

You may view your cumulative GPA via WebAdvisor at www.tcl.edu.

*If you an “Early Walker,” you will not be eligible to participate in the awarding of honors until you have officially completed your academic program(s) and graduated.

Phi Theta Kappa
If you are graduating as an active member of the Phi Theta Kappa Honor Society, you will have a special note on your name card and will be recognized during the ceremony.

Unpaid Fees
You must pay all fees before your diploma will be awarded.

Citizenship Documentation
You must submit all citizenship documentation before your diploma will be awarded. If you have questions, about this, please contact the Admissions Office.

Financial Aid Students
All students who received financial aid, but have not completed an exit interview, must contact the TCL Financial Aid Office before your diploma will be awarded.


GRADUATES NEED TO ARRIVE: 5 p.m.

LOCATION:  Parris Island All Weather Facility

PARKING:  You and your guests may park in the parade deck parking lot right in front of the All Weather Facility. Handicapped parking spaces are available, and TCL parking attendants will be available to assist. If you need additional hangtags, please visit the Student Records office on the
Beaufort Campus, the Student Services counter at the New River campus, the front office at the Hampton Campus and the TCL Office at the Whale Branch Early College High School campus.

SEATING: All floor seating will be designated for graduates, faculty, the President’s special VIP guests, and handicapped guests. All other guests may be seated in the stadium area.

PREFERRED DRESS FOR GRADUATES: Following these guidelines will make your photos come out better.

- Men - long, dark pants.
- Women – dark dress, dark skirt, or dark pants and blouse.
- All graduates - dark shoes.

PICTURES: You will be photographed by a professional photographer as you receive your diploma. You will have an opportunity to order professional photographs.

GRADUATE LINE-UP:
At 5:30 p.m., line-up will begin in the back area of the All Weather Facility. TCL Staff wearing white shirts and black pants or skirts will direct all graduates during the line-up. You will be organized in alphabetical order by award level and will be given a name card that will include your name, honors (if applicable) and organization membership (if applicable). Honor cords will be given to those eligible during the line-up. YOU MUST REMAIN QUIET AFTER LINING UP.

PROCESSIONAL:
1. When the “Pomp and Circumstance” music begins, the mace bearer (senior faculty member) will lead the procession, followed by the students, the faculty, and then the platform party.
2. When you reach your seat, REMAIN STANDING for the Presentation of the Colors, the National Anthem and the invocation.

AWARDING THE DIPLOMAS:
When the presiding official calls on the candidates to rise from a certain degree level, all students from that degree level will rise and turn to their left. Individuals on that row will proceed to the stage. Ushers will be available to assist you when it is time for your row to rise and move to the stage.

1. As you approach the announcer, hand him your name card, walk up the steps to the stage, walk to where President Leitzel is standing, and receive your diploma cover and handshake from President Leitzel. Do it with pride!!! Your graduation picture will be taken as you receive your diploma cover.

2. Then walk and shake hands with General Brown (TCL Commission Chairperson). Exit the stage from the Right side, and return to your seat and sit down. Ushers will be available to assist you.
3. The speaker will present the class of 2015. The student speaker will move to the center of the stage and ask the graduates to rise and change your tassel from right to left.

RECESSIONAL:
1. After the benediction, the recessional music will begin. The mace bearer will be the first to leave the stage, followed by the platform party, then the faculty, and the students will leave last and remain in line until you exit the building through the front door. Ushers will direct you.

2. You may re-enter the building after the ceremony to retrieve your personal items from the building.

3. Please ask your guests to remain seated until all graduates have left the facility.

GETTING YOUR CERTIFICATE, DIPLOMA, AND/OR DEGREE:
You will receive an email stating that your award is available for pick-up within six to eight weeks after the ceremony. If you don’t pick it up within one week after the email notification, your award will be mailed to you. You may also respond to our initial email notification and request that we mail it to you. If an address change is needed, please contact the Student Records Department at 525-8209.

Remember . . . all fines must be paid, and all citizenship and other documents must be provided, before you may receive your diploma.

COMMENCEMENT PHOTOGRAPHY:
TCL has enlisted the services of Scott Moody, Pro Photo, Inc, 89 Arrow Road, Hilton Head Island, South Carolina 29928, (843) 681-3686 to cover Commencement. The process for ordering photographs will be managed directly with the photographer through the business website at: http://www.scottmoodyphotography.com. Pro Photo, Inc. has agreed to post photographs within 72 hours of the event; orders may be placed at that time. More detailed ordering instructions will be posted directly on the TCL web site, www.tcl.edu, following the event. Orders cannot be placed before the event.

Student Images
Student images (photo or video), including graduation photos, may be used by the College and/or SC State Technical College System for public relations, marketing or advertising and may be published in TCL publications including the TCL website. If a student does not wish to have his/her image used for these purposes, he/she must file a written request available through the Public Relations office (Beaufort Campus, MacLean Hall, Building 2, Room 103).
CEREMONY ETIQUETTE: Here are a few tips and reminders to help make your special day enjoyable for everyone:

1. Please remember, and remind your guests, that the commencement ceremony is a distinguished, tasteful event held on a military base. Guests should not clap, cheer, or make other excessive noises as names are called (no horns or other noise makers allowed).

2. Your guests may take photographs from their seats. However, a small, specially designated area will be available on the floor for closer shots. All other photographs should be avoided, as they may disrupt the activities of the professional photographer and affect the quality of your official picture.

3. Please ask your guests to keep all children quiet and, if necessary, step out quietly to avoid unnecessary disruption during the program.

4. Please turn off all cell phones and other electronic devices during the ceremony, and remind your guests to do the same.

5. All men should remove their hats when the Color Guard enters.

6. Please do not bring food, beverages, or chewing gum inside the facility.

7. Please ask your guests to avoid loud talking during the ceremony.

8. Balloons will not be allowed into the facility.

9. When the ceremony is over, please check your area to make sure that you have not left any personal items behind. If you or your guests lose something, please check with TCL staff at the Information Table for assistance.

Congratulations TCL Graduates Class of 2015!

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.