



# Technical College of the Lowcountry

COMMENCEMENT FACT SHEET FOR MAY 2019 GRADUATES

## CAP AND GOWNS

Order your cap and gown online [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation). The deadline to place your order is Friday, March 15<sup>th</sup>. You may pick up your online cap and gown order from the TCL Bookstore on Monday, May 6th (8am-5:30pm) or Tuesday May 7th (8am-4pm). If they are available for pickup before this time, we will notify you via email.

Graduation Announcements will be available for sale in the TCL Bookstore.

*If you have any additional questions or concerns about cap and gown orders, please contact the Beaufort Campus Bookstore at 843-525-8303.*

## REHEARSAL – Tuesday, May 7 at 4:30pm

**Location: Henry C. Chambers Beaufort Waterfront Park- 700 Bay Street, Beaufort SC**

1. A reception for all new Alumni will take place at the Henry C. Chambers Beaufort Waterfront Pavilion.
2. We will conduct a full rehearsal of the commencement processional, recessional, and diploma receipt.
3. Rehearsal is mandatory for all participating graduates. Please arrive promptly. Rehearsal should end by 7:00 p.m.
4. If you would like to review the pronunciation of your name, have an address change, or need special accommodations for the night of the commencement ceremony, please stop by the Information Table after rehearsal.

## 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 Self-Service at [www.tcl.edu](http://www.tcl.edu).

Honor cords will be distributed to eligible graduates on the evening of the ceremony.

**\*If you are 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.

## **The Night of the Ceremony Friday, May 10, 2019:**

**GRADUATES NEED TO ARRIVE: 5 p.m.**

**LOCATION: Henry C. Chambers Beaufort Waterfront Park- 700 Bay Street, Beaufort SC**

**PARKING:** There will be designated parking lots for Graduates and Guests. More information will be given during rehearsal.

**SEATING:** There will be designated seating areas for Graduates and Guests. More information will be given during rehearsal.

**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. 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 Gough is standing, and receive your diploma cover and handshake from President Gough. 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 2019. The student speaker will move to 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. Ushers will direct you.
2. Please ask your guests to remain seated until all graduates have recessed.

### **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 by the stipulated deadline, your award will be mailed to you. If an address change is needed, please contact the Student Records Department at 843 525-8272.

**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 Photography to cover Commencement. Proofs will be posted online for viewing and purchasing. The proof link will be posted to [www.tcl.edu/grad](http://www.tcl.edu/grad) within one week of graduation.

## **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 12, Room 212).

**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. 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 specially designated area will be available 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 away 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. No food during the ceremony.
7. Please ask your guests to avoid loud talking during the ceremony.
8. 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 2019!*



*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.*