March 26, 2010

TO PROSPECTIVE GRADUATE:

Candidates are personally responsible for satisfactorily completing all requirements for graduation.

NOTE: ASSOCIATE DEGREE STUDENTS (two-year degree), PLEASE BE REMINDED THAT YOU MUST HAVE A HOODER AND THE NAME OF THE PERSON WHO WILL HOOD YOU NEEDS TO BE GIVEN TO BARBARA BRADLEY-HASTY OR DOT GREENE BY MONDAY, MAY 3RD. THIS PERSON WILL ACCOMPANY YOU ON STAGE. ALSO, THIS PERSON WILL BE EXPECTED TO ATTEND GRADUATION REHEARSAL. PLEASE CALL (252) 536-7232. NOTE: HOODERS MUST BE AT LEAST TEN (10) YEARS OLD OR OLDER.

THE FOLLOWING CHECKLIST SHOULD BE CAREFULLY READ AND RETAINED FOR GUIDANCE AND CONTINUED REFERENCE THROUGHOUT YOUR GRADUATION PROCESS.

TIME AND PLACE

MONDAY, APRIL 19, 2010 & TUESDAY, APRIL 20, 2010

STUDENT GRADUATION MEETINGS (ATTEND ONLY ONE):

Monday, 4/19/10 at 12:00 noon or 5:00 p.m. in Room 108
Tuesday, 4/20/10 at 12:00 noon or 5:00 p.m. in Room 108

FRIDAY, MAY 14, 2010

11:30 A.M. – 1:30 P.M. - Pre-rehearsal Luncheon (400 Building)

If you plan to attend the luncheon, please call Dot Greene by Monday, May 3rd at 536-7232 or e-mail greened@halifaxcc.edu immediately. The person who will hood you (hooders are for two-year degree graduates only) is also invited to the luncheon. Also, GED graduates are invited to attend the luncheon.
TIME AND PLACE (cont’d)

FRIDAY, MAY 14, 2010

2:00 P.M. - Commencement Rehearsal will begin in the 400 Building
(401 A/B)
The person who will hood you is also required to attend rehearsal.
Please be prepared to stay the entire rehearsal time.

SATURDAY, MAY 15, 2010

Commencement Exercises will be held on Saturday, May 15, 2010 beginning at 10:00 A.M. in the auditorium of The Centre. Graduates must be in the 400 building by 9:00 A.M. to line up for the processional. Guests must be seated by 9:45 A.M. in The Centre.

*Note: Dress Code for anyone participating in Graduation: LADIES should wear dark shoes and natural or dark hose. GENTLEMEN should wear white shirt, dark tie, dark trousers, dark socks, and dark shoes (no tennis shoes).

ACADEMIC REGALIA

The academic regalia consists of cap, gown, and tassel. For Associate Degree graduates only it also includes a hood. The cap is an essential part of the graduation regalia and is to remain on your head throughout the entire academic exercise, except during the prayer (for men). In particular, the cap should not be removed at any point during the conferring of degrees. In order to receive your cap and gown, you are required to complete a State Survey in the Library (go to the Circulation Desk) and upon completion of the survey; you will receive a receipt which you must present to the BOOKSTORE in order to pick up your graduation regalia. You may pick up your cap and gown beginning Wednesday, April 7th through Friday, April 30th, Monday through Thursday from 8:30 A.M. until 6:30 P.M. and Friday from 8:30 A.M. – 4:00 P.M. in the BOOKSTORE. Please contact the BOOKSTORE at (252) 536-7255 for questions concerning your academic regalia.

NON-PARTICIPATION

If you are not participating in the commencement ceremony, there will be a $25.00 fee for your diploma. You may pick up your diploma in Room 326 (Registrar’s office) beginning Monday, June 7, 2010 during regular office hours (8:00 a.m. until 5:00 p.m.) Any questions concerning non-participation should be directed to Dawn Veliky at (252) 536-7227 or Fredia Webb at (252) 536-7221.
**RESERVED SEATING**

If you have a disabled family member, it is strongly recommended that you bring that individual with you at your appointed arrival time (9:00 a.m.) because seating is on a first-come-first-serve basis. We cannot guarantee seating for anyone.

**Special Note:** Graduation is an enjoyable and distinguished occasion. It is a time for celebration and cheerfulness. You are reminded, however, that Commencement is a formal College function. You are requested to maintain the order and solemnity of the proceedings.

**Additional Information**

For additional information/questions pertinent to Commencement, you may contact the following offices:

- Dean of Students Service & Enrollment Management  
  (252) 536-6386

- Student Services Administrative Assistant  
  (252) 536-7232

- Counseling Office  
  (252) 536-7207

- Registrar’s Office  
  (252) 536-7221 or (252) 536-7227

- Bookstore  
  (252) 536-7255

Congratulations!!!!!!

THIS IS THE ONLY NOTICE YOU WILL RECEIVE CONCERNING COMMENCEMENT PROCEDURES.

THIS INFORMATION IS ALSO POSTED ON THE HCC WEBSITE at [www.halifaxcc.edu](http://www.halifaxcc.edu)