



# GRADUATION CHECKLIST

## CAP AND GOWN PICK-UP

### Dates and Times

- April 28, 8 a.m. to 8 p.m.
- April 29, 8 a.m. to 8 p.m.
- April 30, 8 a.m. to 8 p.m.
- May 1, 8 a.m. to 4 p.m.
- May 4, 8 a.m. to 8 p.m.

### Location

- Person County Campus Student Development Building E, Office 130

### Important Cap and Gown Info

- Photo ID is required for pick up
- Be sure to try on your gown before the day of the ceremony to ensure you have the correct size

## AFTER GRADUATION

Final awarding of your academic credentials is dependent upon successful completion of all requirements.

Access to unofficial transcripts will be available for one year. Review PCC's Student Account Retention Policy.

Diplomas will be mailed June 2. Please ensure your mailing address is correct in Self-Service.

Be sure to update your social media with your graduation status and employment information.

## PRIOR COMMENCEMENT CEREMONY

- View Commencement Website. The website is updated weekly with the most current information. The website is located here: [www.piedmontcc.edu/commencement](http://www.piedmontcc.edu/commencement).
- Resolve Outstanding Debts. All outstanding fees must be paid to the Business Office. Return all materials to the Learning Commons (Library) and contact the Business Office to clear any account balances.
- Cap & Gown Pick-Up. Students must pick up regalia packages prior to graduation. Caps and gowns are NOT required for rehearsal.

## COMMENCEMENT CEREMONY DETAILS

- Doors to the Civic Center will open at 9:00 a.m. for the 10:00 a.m. ceremony and will close at 9:30 a.m. Guests must be in their seats by 9:45 a.m.
- Doors to the Civic Center will open at 1:00 p.m. for the 2:00 p.m. ceremony and will close at 1:30 p.m. Guests must be in their seats by 1:45 p.m.
- YOU MUST BE ON TIME! You must be lined up by 9:45 a.m. or 1:45 p.m. If you are late when the processional begins, you cannot participate.
- Tickets will be required for all guests and will be handed out during regalia pickup. The number of tickets per student will be based on the number of participants. DO NOT LOSE YOUR TICKETS. Replacement tickets are not available.
- Graduation Attire.
  - Women- Dark clothing (if longer than your gown). Wear flats, wedge heels, or shoes that are easy to walk in and bobby pins to secure caps.
  - Men- A dark necktie, dark trousers, dark shoes, and no jacket
  - NO flip-flops.
  - Wear the tassel on the right side of your cap.
- Associate degree candidates receive a hood with their cap and gown. Please remember to bring to ceremony. Replacements are NOT available. The hood is yours to keep.
- Honor students with a cumulative GPA of 3.5+ receive a gold honor cord with their cap and gown. Please remember to bring to ceremony. Replacements are not available. The cord is yours to keep.
- Students with Latin Honors will receive an honor stole with your cap and gown. Please remember to bring to ceremony. Replacements are NOT available. The stole is yours to keep.

## DURING THE COMMENCEMENT CEREMONY

- Pick up your card and line up noting who is in your row.
- After entering the auditorium, remain standing until the President signals you to be seated.
- Men should remove their cap during the invocation and the benediction and replace them at the close of the prayer. Ladies do not remove caps during the ceremony.
- After receiving your diploma cover, return to your seat but do not sit down until directed to do so. You will turn your tassel at the end of the ceremony as a group.