

# Union County College

## COMMENCEMENT INFORMATION FOR GRADUATES

**Commencement**  
**Wednesday, May 22, 2019**  
**12:00 p.m. and 6:00 p.m.**  
**Harwood Arena at Kean University**

### FREQUENTLY ASKED QUESTIONS

**What is a Graduation Fair?** The Graduation Fair is Union County College's exciting one-stop shop to help you get ready for the commencement ceremony. See enclosed flyer for more information.

#### **Where do I get a cap and gown?**

Caps and gowns for all graduates may be picked up at the Graduation Fair or in the College Bookstores on the Cranford, Elizabeth and Plainfield Campuses. You do not need to order your cap and gown ahead of time; however, you must be eligible and have applied for graduation. You may pick up your cap and gown with a picture identification starting on **Wednesday, May 8, 2019**. Visit the bookstore's websites for pick-up times: [www.ucccranfordshop.com](http://www.ucccranfordshop.com), [www.uccelizabethshop.com](http://www.uccelizabethshop.com) and [www.uccplainfieldshop.com](http://www.uccplainfieldshop.com).

#### **Where should graduates report?**

All graduates should report to Kean University one hour prior to the ceremony. Graduates should follow signs to the **Check-In** location. Staff will be on hand to assist you.

#### **Degree Designation**

Associate in Arts – A.A.  
Associate in Applied Science – A.A.S.  
Certificate of Achievement – C.T.A.  
Certificates – C.T.

#### **Ceremony Time**

12:00pm  
12:00pm  
12:00pm  
12:00pm

#### **Report Time**

11:00am  
11:00am  
11:00am  
11:00am

#### **Degree Designation**

Associate in Science – A.S.

#### **Ceremony Time**

6:00pm

#### **Report Time**

5:00pm

#### **How do I obtain tickets for the ceremony?**

Tickets are limited. Graduates may receive up to five (5) commencement tickets and can pick them up at any of the Graduation Fairs on **Wednesday, May 8, 2019**. If you are unable to attend the Fair, you may pick up tickets Mondays – Thursdays 8:30 a.m. to 7:30 p.m. and Fridays 8:30 a.m. to 4:30 p.m., at the following locations:

- Cranford Campus, Student Development Building, Student Services Center
- Elizabeth Campus, Lessner Building, Student Services Center, First Floor
- Plainfield Campus, Logos Building, Student Services Center

Ticket distribution ends on **Wednesday, May 15, 2019**. Please note: the Commencement ceremonies will be streamed live at <https://livestream.com/UCC-TV> and recorded for those who are unable to attend.

#### **How can I request additional tickets?**

An event page has been created on the Union County College Facebook page. Students are encouraged to use social media to obtain additional tickets from students who may have extras. Tickets are free and the selling of commencement tickets is strictly prohibited. We suggest students meet on campus to exchange tickets rather than at off-campus locations. If you still need additional tickets, please email Dean of Students at [deanofstudents@ucc.edu](mailto:deanofstudents@ucc.edu) with the amount of extra tickets you need. If there are any additional tickets available, we will contact you on or after **Friday, May 17, 2019**.

#### **What if someone attending requires disability accommodations?**

Ushers will be available at the ceremony to assist with any accommodations.

**Will there be a commencement rehearsal?**

Yes, a rehearsal will be held at the Kean University on May 21<sup>st</sup> at 5pm. We recommend all students attend the rehearsal ceremony.

**Where should I park?**

Refer to the enclosed map for available parking.

**What will happen if my guests show up without a ticket?**

Due to capacity restrictions, all guests must have a ticket in order to enter the Harwood Arena, including children 2 and older.

**What should I wear to the Ceremony?**

Graduates are encouraged to be comfortable and should understand that they may be standing for long periods of time.

**Why should I attend Commencement?**

Commencement is a graduation ceremony to celebrate this memorable moment of your success. We urge all to attend. However, if it is not possible, your diploma will be mailed to your address on file.

**What do I need to bring to the ceremony?**

Students must arrive with their cap, gown, tassel and the completed *Name Card* that is included in this packet.

**Why do I need the *Name Card*?**

The *Name Card* is used to read your name as you walk across the stage. Your name is announced from this card, so please print clearly and if appropriate, spell your name phonetically to assist the reader with the correct pronunciation.

**Will I have an opportunity to obtain a professional photograph as I walk on stage?**

Yes. Once commencement is over, the photographer will send you information to the email address provided on the *Name Card* included in this packet. The email will include information on how to view photo proofs and place orders. Graduates and guests are invited to take pictures with our President, Dr. Margaret McMenamin, after the Ceremony.

**When will I receive my diploma?**

Your diploma will be mailed ten weeks after commencement to the address on file as long as you do not have any outstanding financial obligations and all graduation requirements have been met.

**Are strollers and balloons allowed in the Arena?**

Due to space restrictions, strollers and balloons **will not be permitted** in the Arena. Please leave strollers and balloons in your vehicles.

**Can I bring flowers into the Arena?**

Yes, flowers are permitted in the Arena.

**Can I process in with bags?**

Graduates are encouraged to bring very limited or no personal items into the Arena. If you must carry a purse/tote, please carry one of compact size.

**Where can I meet my family and guests after the Ceremony?**

At the conclusion of the ceremony, graduates will recess out of the Arena and can meet their guests outside in the Harwood Parking Lot. All guests will be required to remain in their seats during the recession of the graduates.

**What if there is inclement weather?**

In case of inclement weather, graduates will line up in the D'Angola Gymnasium. The entrance will be accessible through the back of the Harwood Arena. Graduates will be required to Check-In prior to lining up. Family and guests are not permitted in the gymnasium.

**Who can I speak to if I have additional questions?**

Questions about eligibility to graduate should be referred to Deadra Holman at [holman@ucc.edu](mailto:holman@ucc.edu) or at (908) 709-7160. Questions about the ceremony should be referred to Dean of Students at [deanofstudents@ucc.edu](mailto:deanofstudents@ucc.edu) or at (908) 709-7572.

**Upon entry, all guests will be required to have their bags checked and go through metal detectors. In order to increase efficiency, guests are asked to keep the following guidelines in mind: (1) Arrive early (doors open 2 hours prior to the ceremony); (2) limit the number of personal items brought into the venue; (3) prepare for a bag check; (4) remove all items from your pockets (cellphone, keys, etc).**