



TO: **Members of the Class of 2008**

FROM: HCCC Public Relations Office

RE: **Commencement 2008**

Congratulations on your upcoming graduation from HCCC! The 2008 Commencement ceremony will be held **Friday, May 16 at 5:00 p.m.** in the Physical Education Building. **PLEASE NOTE THE 5:00 p.m. ceremony start time is NEW this year.** If you plan to participate in the Commencement ceremony, please carefully note the following:

1. Caps and gowns will be available for pick-up in the College Bookstore **Monday, April 21 through Friday, May 9** from 8 a.m. to 4 p.m. **To receive caps and gowns, all students must show photo ID** (i.e., driver's license, HCCC ID or other government-issued photo). You will be fitted for your cap/gown at pick up, and will be asked to sign for them to be sure the College knows who is planning to participate in the ceremony. If you are unable to pick up your cap/gown during this time, contact Mr. Prokopienko at the College Bookstore by April 25 to make special arrangements (prokopijd@herkimer.edu or **315-866-1550**).
2. You should pick up Commencement announcements and **guest tickets for admission** in the College Bookstore when you pick up your cap and gown. **Each graduate will receive 3 guest tickets. Due to limited seating, each guest entering the gymnasium will be required to present a ticket.** Commencement announcements are not considered tickets. Seating is general admission on a first-come, first-served basis. Additional seating will be available in the Sarkus/Busch Theater (McLaughlin College Center), where the ceremony will be broadcast live on a large screen, for any guests who do not have tickets. If extra tickets are available once all students participating in the ceremony have received their tickets, the College will provide the extra tickets (2 tickets/graduate) on a first-come, first-served basis beginning at 3:00 p.m. May 16 in the Lobby of the College Center.
3. If you or a guest need any special accommodations, such as a ramp to the stage or handicapped-accessible seating or parking, please notify the Public Relations Office by April 18, by calling 315-866-0300 or toll-free 888-GO4-HCCC (888-464-4222), ext. 8259.
4. Since there is no Commencement rehearsal, graduates should **plan to be at the HCCC Technology Center no later than 4:00 p.m. on Friday, May 16**, so that proper marching order can be arranged. All graduates will walk across the stage when their name is called and will receive a diploma cover, only, at that time. Following the ceremony, graduates pick up their diplomas in the McLaughlin College Center where a reception will be held to celebrate the Class of 2008.

All graduates must pay the graduation fee to the Bursar's Office regardless of whether they plan to participate in Commencement. The fee must be paid before your diploma can be released to you. If you are not sure whether you've paid the graduation fee, call the Bursar's Office at (315) 866-0300, ext. 8315. If you have any questions about Commencement, please contact the Public Relations Office at ext. 8259 or email dooleynm@herkimer.edu.