

2025 Graduation Ceremony Details

1. Graduation Application:

All graduate candidates must submit a **Graduation Application** and payment by **March 15, 2025**. Applications submitted after this date may not guarantee participation in the ceremony. If you are not participating, please proceed to items 11, 12, and 13.

2. Graduation Fee:

- **Graduation Fee:** \$45, which covers the cost of your cap, gown, tassel unit, diploma, and diploma cover.
- **Additional Awards:** \$5 for each additional diploma (e.g., Medical Assisting degree + Medical Assisting certificate + Medical Assisting Basics certificate = \$55).
- If you are not attending the ceremony, your fee is reduced to \$15 (includes one diploma and diploma cover). Additional diplomas are \$5 each.

Payment Location:

Please pay the graduation fee at the **Business Office Cashier's Window** (Blair Hall, Building 100) during regular hours or call (910) 898-9633 to pay by credit/debit card.

Business Office Hours:

- Monday through Thursday: 8:00 am - 5:00 pm
- Friday: 8:00 am - 3:00 pm

3. Cap/Gown Pick-Up:

Pick up your cap/gown on **Wednesday, April 16, 2025, from 10 am to 4 pm** at The Registrar's Office Building 100. You must present a student or state-issued ID to pick up your regalia, and payment must be made in full prior to pick-up.

4. Graduation Rehearsal:

Graduates will receive an invitation to RSVP for the rehearsal via MCC student email. Stay tuned for details, including the day, time, and location. Refreshments will be served after rehearsal!

5. Tickets:

Each graduate will receive **6 tickets** for guests. Unused tickets should be returned to the registrar's office. Additional tickets may be available via a lottery in May. Tickets will not be issued until your graduation fee has been paid.

6. Graduation Ceremony Details:

- **Date:** Wednesday, May 14, 2025

- **Time:**
 - **First ceremony:** 5:00 pm (doors close at 4:50 pm)
 - **Second ceremony:** 7:30 pm (doors close at 7:20 pm)
- **Location:** Auditorium, Montgomery Central High School, 770 Timberwolf Dr, Troy, NC 27371
- **Parking:** Available at both the MCHS Auditorium and Montgomery Community College parking lots.

7. Class Picture:

A class photo will be taken **one hour before the ceremony** on the steps of **MCC Building 200** (Capel Building). Arrive by **3:50 pm** (for the first ceremony) or **6:20 pm** (for the second ceremony) for the photo. After the photo is taken everyone will walk over to the high school to check in at the auditorium.

8. Check-In at the Graduation Station (MCHS Auditorium):

- First ceremony: Check-in at **4:00 pm**
- Second ceremony: Check-in at **6:30 pm**

More instructions will be provided regarding the ceremony flow, marching order, and crossing the stage. Each ceremony is expected to last 1-1.5 hours.

9. Important Reminder Regarding Arrival:

It is crucial that you and your guests **arrive prior to the specified times**. Doors to the auditorium will **close promptly** at the times listed above (4:50 pm for the first ceremony and 7:20 pm for the second ceremony). Once the doors close, no one will be admitted into the auditorium. Please inform your family and friends to arrive early to ensure they are seated before the doors close. Additionally, please note that **guests will not be able to enter the auditorium until 30 minutes prior to the ceremony starting**. This is to allow for the preparation of the ceremony and to ensure seating is available for everyone.

10. Graduation Attire:

Graduation is a formal ceremony. Graduates should dress neatly and appropriately. Dark pants, skirts, and dresses are preferred.

- Graduates should wear the **cap/gown/tassel** before and throughout the ceremony.
- **Tassels** should be worn on the right as the ceremony begins.
- Caps should be flat and centered on your head. Decorations are allowed but must:
 - Be contained to the cap and not obstruct others,
 - Adhere to the [Student Code of Conduct](#) (see pg. 82),
 - Remain within the mortarboard space and not have items hanging off of the mortarboard.

If decorations are questionable, decorations hang outside of mortarboard, or fail to meet the decoration guidelines, you may be asked to wear another cap.

- **Cords and Stoles** awarded by MCC organizations may be worn during the ceremony. Outside cords and stoles will be removed. Approved cords and stoles include:
 - Forestry cords
 - Veteran/Military cords
 - Phi Theta Kappa Honor Society cords and/or stole
 - Leadership medallions provided by the MCC club advisor
 - Student Government Association cords or medallions

Contact your organization representative if you are missing any cords.

11. Account Holds:

Degrees/Diplomas/Certificates will not be awarded if there are any holds due to unpaid fees or overdue library items. Please reach out to the Business Office with any questions concerning fees or overdue library items. Ensure all holds are cleared before the ceremony to receive your diploma.

12. Curriculum Awards Delivery:

Diplomas and certificates will not be distributed during the ceremony. Instead, you will receive a diploma cover on the day of the ceremony. Your official credentials will be mailed a few weeks later, once final grades are posted and all program requirements have been met.

To ensure the College can issue your credentials, all courses required for your program must be completed, and you must meet the minimum GPA requirement (2.0 or higher) prior to the issuance of your diploma or certificate. For more information on graduation requirements, please visit the [College Catalog](#) (pg. 43).

13. Update Your Contact Information:

Ensure that your **mailing address** and **phone number** are up-to-date in your Self-Service account to avoid any issues with credential delivery. Contact the registrar at registrar@montgomery.edu or stop by Student Services and complete a Change of Information form if you need to update your information.

14. Graduation Photos:

A professional photographer will take your picture as you receive your diploma cover. You will receive a proof by email a few days after the ceremony and have the option to order prints.

15. Class Rings:

To order a class ring, visit www.jostens.com/college or call 800-854-7464.

16. Additional Information:

- The ceremony will be live-streamed for those who wish to attend virtually. There will be TV screens outside the auditorium for families with small children who wish to view the ceremony in the lobby area. Feel free to share the streaming link with your family and friends who are not able to attend: www.montgomery.edu/graduation.

- After the ceremony we encourage you to walk over to MCC to take pictures with your friends and family at the bell.

If you have any questions about graduation, please contact the Registrar's Office at registrar@montgomery.edu or visit the LEGEND Center in Blair Hall (Building 100).

Congratulations, Graduates! We look forward to celebrating your achievements with you!