



Information for Graduates Updated 5/4/23

Step 1: Applying for Graduation

If you plan to complete your certificate or degree in Spring 2023 or Summer 2023, apply for graduation if you have not already done so. Your eligibility for graduation will be reviewed and you will receive an eligibility letter regarding necessary classes, GPA and exit exam information. [Click here to apply for graduation](#) if you have not done so already.

Step 2: Sign Up For a Commencement Ceremony

Jefferson College will host two 2023 Commencement ceremonies in the Jefferson College Hillsboro Campus Field House. Candidates for Fall 2022, Spring 2023 and Summer 2023 graduation are encouraged to participate in the ceremony of their choice. **Please RSVP for a ceremony by May 5th** to ensure your name is in the Commencement program. Any late RSVP will allow for Commencement participation, however your name will not appear in the Commencement program. Guests are not limited in number and do not require tickets.

- [10:00 am ceremony graduate RSVP](#)
- [1:00 pm ceremony graduate RSVP](#)

Step 3: Pick Up Your Cap and Gown

Cap and Gown Cap pick up is available April 3rd – May 5th in the Jefferson College Bookstore - **Hillsboro location only**. No pre-order required. The cost of your cap and gown is included in your graduation fee. Try on your cap and gown to be sure your cap fits and your gown zips. It is strongly recommended you remove wrinkles by ironing on a low setting on the reverse side or steam lightly. Should you have any difficulties, please visit the Jefferson College Bookstore before the ceremony. The bookstore manager will be at the ceremonies should you have a last-minute issue. Graduates may tastefully decorate their cap. Any decoration deemed inappropriate by college staff will require replacement with a plain cap on the day of Commencement. Graduates should wear only approved graduation apparel. See web page for a complete listing of [approved apparel](#).

Follett Bookstore will offer sales of flowers, T-shirts and other memorabilia that will be available for pick up at the ceremonies. All online orders will be available for pickup on site the day of the graduation. To retrieve your order, please stop by our booth located conveniently at the entrance to the graduation before the ceremony begins.

Place your preorder by visiting <https://www.thecommentgroup.com/jeffersoncollege/>.

Commencement Day - Live Stream and Photography

Both ceremonies will be live-streamed via the links below. Videos of the ceremonies will be posted the following week for future viewing.

Live Stream Links:

10:00 a.m. <https://youtube.com/live/ezu4DA4V5Yc>

1:00 p.m. <https://youtube.com/live/tKAPQf6RmzQ>

Professional photographers (Grad Images) will take photos of graduates on and off the stage. Information regarding how to order photos will be available on the Commencement webpage after the ceremonies. You will also receive Grad Images order information in your commencement program.

Commencement Day – Parking, Security/Bag Check

All graduates and guests will be directed to park in the Red, Orange, Blue or Green parking lots. A shuttle will be circulating parking lots to provide rides to the Field House. Limited accessible parking will be available in the Red parking lot for those vehicles with an accessible placard. Staff will be circulating the Red parking lot in golf carts to provide accessible assistance. Doors to the Field House will open one hour before each ceremony.

A security check will be conducted for any bag/purse brought into the building. Please encourage your guests to not bring bags/purses in if a security check would be unwelcome.

Commencement Day – Line-Up and Processional

Graduates should be in line **at least 30 minutes** prior to the ceremony start time. Due to heavy traffic and parking, please allow for plenty of time to make your way to the Field House.

Graduates should leave your keys/personal items with your guests as there will be no secure area for these belongings. Please silence all phones.

Graduates are to report to the lower-level multipurpose room and move through the hallways to line up in alphabetical order. Look for signs on the walls and communicate with other graduates in line to be sure you are lined up in alpha - order. Graduates with the last names beginning with A-L (blue line) will follow the blue line and graduates with last names beginning with M-Z (red line) will follow the red line. Staff in red vests will be in the hallways to assist you.

Summa Cum Laude grads (4.0 GPA) will line up in front of the blue line (before the A's) regardless of the last name and will sit in the front rows on the floor.

You will be handed an index card with your name on it. It is important to hold onto this card! You will take it with you when you approach the stage and hand it to the speaker who will be announcing your name.

Staff line workers will assist you and remind you of what is expected. When the music begins, graduates will move single file onto the gym floor. Please walk very slowly.

As graduates enter the gym floor, a person counting will be handing some graduates a slip of paper which states "Start a New Row". Graduates handed this slip of paper should show the staff member on the floor assisting with seating so they know to direct you to start a new row.

Remain standing during the processional and for the National Anthem.

When directed to approach the stage, stand and exit your row to your left. Remember to take your name card with you. Line up and approach the stairs to the stage. Wait on top stair until your name is **called**. You will be handed a diploma cover, a photographer will take your picture and you will continue across the stage and exit on the opposite side. Another photo will be taken. You will then be directed by staff in red vests to your row to be seated.

Do not leave any personal items on your seat.

Summa Cum Laude grads (4.0 GPA) sitting in the front rows will be announced last.

Commencement Day – Recessional

When all graduates have received their diploma cover and the ceremony closes, staff will release one row at a time into the front lobby. Please continue to exit out the front lobby doors to keep the line moving. You can meet your guests in the lobby and out in front of the Field House.

After Commencement

Refer to the Commencement program on ordering photos from Grad Images.

Certificates and degrees will be posted and diplomas will be mailed out approximately at the end of June for spring graduates and by the end of August for summer graduates. If you are interested in picking up your diploma rather than receiving via mail, please contact Lynda Ferguson at (636) 481-3205 or lfergus1@jeffco.edu.

Diplomas will not be released until your account is paid in full. You may pay any balances on your MyJeffco student tab or at the Cashier window.

Transcripts - You may order a transcript at any time via the Jefferson College website by searching “transcripts”. Important: if it is necessary, choose to “wait until degree is posted” so transcripts are not sent out prior to your degree posting.

Commencement Day – Accessibility

The Graduate RSVP will contain questions regarding graduate and guest accessibility needs. You may also contact the Accessibility Resources Office at (636) 481-3158.

Questions?

If you have questions, please contact Enrollment Services at (636) 481-3205.

Congratulations, graduates!