Applying for Graduation

Fall 2021, Spring 2022 and Summer 2022 graduates are invited to participate in Commencement ceremonies. If you have not applied for graduation, but plan to complete your certificate or degree, please apply for graduation. It is too late to have your name printed in the Commencement program, however you may still be able to participate in a Commencement ceremony.

Three Ceremonies

Graduates choosing to participate in Commencement should have already completed an RSVP for one of the three ceremonies.

Friday, May 20th at 4:00 p.m., or
Saturday, May 21st at 10:00 a.m. or 1:00 p.m.
Ceremonies will be held in the Jefferson College Hillsboro Campus Field House.

If you plan to participate and have not already RSVP’d for a ceremony, please do so by 5/13/2022.

The ceremonies will be live-streamed via the link on our Commencement webpage. Videos of the ceremonies will be posted the following week for future viewing.

Cap and Gown

Cap and gown pick up is available through May 13th in the Jefferson College Bookstore (Hillsboro and Arnold locations). No pre-order required. The cost of your cap/gown/mask 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. https://www.jeffco.edu/graduation/apparel

Graduates may wear only approved graduation apparel including honors/early college/veteran cords, PTK stoles, or program specific pins. No corsages or additional decoration is allowed. See web page for a complete listing of approved apparel.

Follett Bookstore will offer sales of flowers, T-shirts and other memorabilia which will be available at the ceremonies. You have the option of pre-ordering and pick up near ceremony entrance.
The Day of Commencement

Parking
All graduates and guests will be directed to park in the Red or Orange parking lots.

Limited accessible parking will be available in the Red parking lot for those vehicles with an accessible placard. Staff will be circulating the parking lots in golf carts to provide accessible assistance.

Doors to the Field House will open one hour before each ceremony. Graduates should be in line 30 minutes prior to your assigned ceremony.

Arriving/Security Bag Check/Line-Up
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 unwelcomed.

Guests needing accessible seating should contact our Disability Support Services office at (636) 481-3158.

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

Arriving/Line-up
Graduates should be in line 30 minutes prior to the ceremony start time.

Graduates are to report to the lower-level multipurpose room and move through the hallways to line up in alpha-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.

Please remember to socially distance in the hallways.

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.

Processional
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 and keep the three foot social distance.

The Field House floor will be arranged with social distancing in mind as seats are set up three feet apart. Graduates will be seated in rows of 12. 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.
You will not return to the same seat. Do not leave any personal items on your seat.

Summa Cum Laude grads sitting in the front rows will be announced last.

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.

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

Diplomas
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 ifergus1@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.

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

Congratulations graduates!