



Updated 4/22/25

Information for Faculty and Certified Professional Staff Participating/Walking in the 2025 Commencement Ceremonies

This information is directed to full-time Faculty and Certified Professional Staff participating/walking in a Commencement Ceremony. Please review these guidelines and do not hesitate to reach out to Stacey Wilson, Registrar/Commencement Coordinator, should you have any questions. swilson@jeffco.edu or (636) 481-3207.

Two Ceremonies

Full-time Faculty and Certified Professional should have already registered to participate in one of the two ceremonies unless excused by Dr. McCaffrey. Ceremonies will be held Saturday, May 17th 10:00 a.m. or 2:00 p.m. Ceremonies will be held in the Jefferson College Hillsboro Campus Field House. Each ceremony will be live-streamed via the link on our [Commencement web page](#). Videos of the ceremonies will be posted the following week for future viewing.

Regalia

Bring your regalia with you. If you do not have regalia, the deadline to order was April 1st. If you are still in need of regalia, please reach out to the Bookstore (636) 481-3290 or sm8494@bncollege.com. While it is too late to order and receive appropriate hoods, the Bookstore may be able to supply you with a black cap and gown.

Parking

All traffic will be directed through the Viking Woods entrance, Mel Carnahan Drive, to the **Orange, Red, Blue then Green parking lots**. Due to heavy traffic, plan accordingly to allow for plenty of time. Please do not bring bags/purses into the Field House as there is no secure area for storage. Please bring with you only items you can carry in a pocket. Security will be directing traffic in the 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 or who have made prior arrangements with Accessibility Resource Office staff (ARO). For assistance with accessibility accommodations for you or your guests, please contact the Accessibility Resources Office at (636) 481-3158.

Arrival/Check In

All full-time Faculty and Certified Professional staff participating in the ceremony (walking in the processional) should report to the **Multipurpose Room in the lower level of the Field House** for check in and line-up. Faculty/Certified Professional staff should be in line **30 minutes** prior to your assigned ceremony. Staff will be present to check you in and line you up.

Line-Up/Processional

After reporting to the check-in station in the **Multipurpose Room in the lower level of the Field House**, you are welcome to relax until line-up. You will not be lining up in alpha-order. You may line-up/sit next to whomever you wish. All Faculty and Certified Professional staff will line up at the beginning of the BLUE line after Administration and the Board members. Administration/Board members and Faculty Marshals will lead the processional. The 2025 marshals are Holly Ross and Sarah Schlereth.

The first half of the group will be counted off and instructed to sit on the EAST side (when facing the stage, this will be on the left). The second half will be instructed to begin sitting on the WEST side (when facing the stage it will be on the right). Faculty and Certified Professional staff will be seated in rows of four on each side of the graduates (see diagram below). This is a simple process and a faculty marshal or a worker in a red vest will assist you on the floor. **Please keep a very slow pace as entering the gym floor.** Remain standing once you get to your seat. Graduates will sit in the center of the floor in rows of ten. See floor diagram below. You will be sitting in the yellow highlighted areas. Thank you to our faculty marshals, Sarah Schlereth and Holly Ross, who will be guiding you through this process.

Recessional

When the ceremony is over, Faculty/Certified Professional Staff will be released one row at a time. The west side will exit out into the lobby. The east side will exit straight out the patio doors in the back of the gym. Staff will be guiding you. Please continue to move forward so the recessional lines keep moving. You are free to leave at this point.

Other Information

The Early Childhood Center has agreed to provide free childcare for Commencement workers/participants. If you are interested in using this service, please contact Stephanie Cage at scage@jeffco.edu or ext. 3298 by Thursday, May 15th.

All rented caps and gowns should be turned in to the Bookstore by Thursday, **May 22nd**.

Final Grades are due by noon on Tuesday, May 20th.

Please contact Stacey Wilson, Registrar/Commencement Coordinator, with questions- swilson@jeffco.edu or (636) 481-3207. *Thank you and have a great summer!*

