

Jefferson State

Community College

2024 Commencement Guide

The Annual Graduation Ceremony will be held on **Friday, May 3, 2024, at 1:30 p.m.**

Degrees and Certificates will be conferred at the ceremony. The ceremony is expected to last 2 hours.

Who is eligible to participate in the ceremony?

All pending graduates for the 2024 spring semester, as well as all graduates from the 2023 summer and fall semesters are encouraged to participate. This event will be livestreamed on our website –

<http://www.jeffersonstate.edu/graduation2024>.

You must confirm your participation:

Register to participate in the 2024 May Graduation Ceremony by **April 26, 2024**, through the following link –

<https://dynamicforms.ngwebsolutions.com/Submit/Start/0669653d-0e73-446e-ab86-307e1a435d23?SSO=N>.

Guest Policy and Safety Protocols

Graduates are limited to **four** guests. A ticket is required for each guest. Tickets may be obtained from the Pioneer Bookstore beginning **April 3, 2024**, on our Jefferson and Shelby Campuses. **This also applies if you order your cap, gown, & hood online.** They will also be available in the Graduation Office at our Jefferson Campus.

Please take extra precautions for friends/family who may plan to wait outside since the weather can be hot at this time of year. Guests may not enter the theatre until 12:30 p.m.

What do I need for the ceremony?

Cap & Gown

Online orders will be accepted from now until March 29th through <https://jeffersonstate.shopoakhalli.com>. **Online orders will include a \$15.95 shipping charge.** Or purchase your cap, gown, & hood from the Jefferson or Shelby-Hoover Campus Bookstore between **April 3, 2024**, and no later than **April 26, 2024**. The cap, gown, & tassel fee is \$60.00 plus tax. **The hood is \$41.98 and is required.** The fee for an extra tassel is \$8.98 plus tax. You are encouraged to wear a white honor cord if your grade point average is 3.5 or higher; a gold honor cord if you are a PTK member; a green and gold honor cord if you are a member of Sigma Kappa Delta; or a purple honor cord if you are a member of Sigma Chi Eta. **Bookstore hours are posted here:** <https://www.jeffersonstate.edu/bookstores/>

Graduation Honors

Students must have completed a minimum of 24 semester credit hours at Jefferson State to be eligible for graduation honors.

The fee for each honor cord is \$18.98 plus tax. All fees must be paid at the time you place your order. Honor stoles purchased from Phi Theta Kappa may be worn. Extra caps, gowns, hoods, and tassels **will not** be available at the ceremony.

Personalized Announcements

Personalized graduation announcements and school rings can be ordered online at www.jostens.com.

Photos

Stacy Jones Photography will take color photographs of graduates on the day of the ceremony. For information on cap and gown portrait packages, check the graduation web page. If you are planning on getting photographed, please check in at 10:30 a.m. You will need to bring your payment with you. **They accept cash, check, or credit cards.** Arrive early! **No photographs will be taken after 12:30 p.m.**

For additional information, please visit the following link – <https://www.jeffersonstate.edu/graduation/students/students-photographs/>.

The college will take photographs before, during, and after the ceremony, which may be used in promotion of the College.

Important Times - Friday, May 3, 2024

There is no rehearsal. Please follow these directions carefully!

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|-------------------------|--|
| 10:30 a.m. - 11:30 a.m. | Graduates check in dressed in cap & gown |
| 12:30 p.m. | All graduates seated in order |
| 12:45 p.m. | Special Welcome & Lineup |
| 1:15 p.m. | Line marches to auditorium |
| 1:30 p.m. | Ceremony begins |

Diploma Scrolls

While on stage, you will receive a commemorative diploma scroll signifying the day's event. If you ordered a diploma, it will be mailed to you within 4-6 weeks after grades have posted for the spring semester.

Printed Programs

Commencement programs with a full listing of student names, hometown, and degrees will be distributed at the ceremony to graduates and guests. If you do not wish for your name to be listed in the program, you must contact the Graduation Office to request that your information be excluded by **April 12, 2024**.

Personal Attire and Academic Apparel Do's and Don'ts

- Do not iron your gown. Simply steam the wrinkles or hang it up.
- The mortarboard (cap) must rest flatly on the head with the point coming directly in the center of the forehead. Tassels must be worn on the right side of the mortarboard.
- You *are* allowed to decorate your cap!
- Only official honor cords and organization cords are allowed. This includes PTK, SCE, and SKD and honor cords (white).
- Men are requested to wear dark (black or navy) pants, white shirt, and optional tie. Please wear dark shoes and socks and no sandals.
- Women are requested to wear dark dresses or pants (cool fabric), dark low heel or flat shoes. No high collars or bows at the neck. Also, no corsages or jewelry on the robe.
- All valuables should be left with family members or guests prior to arriving at check-in. Do not leave purses, keys, or other personal items unattended. The college and the Alabama Theatre are not responsible for items left at the event.
- Cell phones and other electronic equipment should be turned off.
- Improper attire, signs, and insignia will be addressed or removed by any staff member and marshals.
- Face masks may be required for graduates and guests.

Disability Access

Accessible seating is available for guests on a first come, first serve basis. Sign language interpreters will be providing services during the graduation ceremony. For questions about disability-related accommodations, please contact the ADA Accommodations Office at ada@jeffersonstate.edu or 205-856-6077.

Parking

Parking is limited around the Alabama Theatre, so please plan to arrive early to secure adequate parking. We highly recommend carpooling. Central Parking has several lots around the venue.

Note: If you are unable to participate in the commencement ceremony after you have registered and/or purchased your cap and gown, please notify the Graduation Office by email at graduation@jeffersonstate.edu to have your name removed from the marching list. Contact the Bookstore at chcollins@bncollege.com for information regarding a refund for the cap and gown by 10 a.m., May 3, 2024. A refund will not be given if you do not notify the Bookstore by this time. A receipt is **required**, and the cap, gown, and hood must be in the same condition as they were when purchased.

Due to the generosity of the Jefferson State Community College Foundation, a limited number of caps, gowns, hoods, and tassels can be loaned to students who have a verified financial need. If you plan to participate in the graduation ceremony and believe you might qualify, please contact graduation@jeffersonstate.edu for additional information.

Congratulations again on your achievement!
We look forward to celebrating with you in this milestone!

Alabama Theatre is located at
1817 Third Avenue North
Birmingham, AL 35203

