

February 17, 2010

Dear Candidate for Graduation:

Congratulations on your upcoming achievement of completing your course of study at Roanoke-Chowan Community College. The 2010 Spring Commencement Exercise will be held on Friday, May 14th at 6:30 p.m. on the campus lawn.

Plans are underway to ensure that your commencement exercise will be a most memorable and treasured experience for both you and your special guests. In preparation for this special day, there are several matters that require your attention. Please carefully review the enclosed informational sheet to note scheduled events, payment deadlines, and instructions for handling the following matters:

- Graduation fee
- Cap, Gown, and Tassel purchase
- Rehearsal
- Graduate Luncheon
- Campus Parking
- Photography and Videotaping
- Inclement Weather Plan
- Other pertinent information, etc.

All of us at Roanoke-Chowan Community College have enjoyed having you as a student, and we wish you much success in the future.

Sincerely,

Elizabeth Patterson

Elizabeth Patterson
Registrar

Enclosure: Important Graduation Information

IMPORTANT GRADUATION INFORMATION

Graduation Application

Graduation application deadline: November 24, 2009
Final Deadline for late applications: February 24, 2010

Graduation Fee

The graduation fee is \$50.00, which must be paid by April 1, 2010. You will need to pay this fee to the College Cashier located in the Business Office. The Business Office hours of operation are Monday- Friday 8:30 a.m.-4:30 p.m.

Cap, Gown, Tassel, Announcements, Honor Stoles, and Diploma Jacket

You should purchase your cap/gown directly on-line through the College Bookstore at www.herffjones.com/college/graduation no later than April 14th. The costs are as follows:

Mandatory Items:

Cap, Gown, Tassel.....	\$38.00
Diploma Jacket.....	\$26.00
	\$64.00, not including tax

These items will be available for purchase in the College Bookstore on campus.

Extra Items:

Extra Tassel.....	\$ 6.25
Stoles.....	\$20.60
Single Cords.....	\$14.00
Double Cords.....	\$18.00

Prices quoted do not include tax and are subject to change as deemed necessary by the Bookstore.

Graduation Invitations

Invitations will be available for purchase and sold in packets of ten (10) for \$5.00. Purchases must be made through the college's Business Office by April 1st. Upon arrival, invitations will be available for pick-up on April 15th in Student Services. Students should present a receipt to pick up invitation orders.

College Debts

The names of all graduation candidates will be submitted to the Business Office, Financial Aid Office, and the Library for review. All indebtedness, exit interviews, and loan counseling must be taken care of prior to graduation.

Rehearsal

A rehearsal will be held on the morning of [Friday, May 14th](#). This rehearsal is mandatory. Therefore you must attend and be on time.

Luncheon

Following the rehearsal, you are invited to attend a luncheon in your honor. In celebration of your accomplishments, the college administration, faculty and staff would like to join you for a delicious lunch. Please plan to attend.

Photography and Video Recording

A photographer will be on site to capture this most memorable event. Viewing of photo proofs and DVDs will be available immediately after the ceremony.

Diploma Pickup

Diplomas may be picked up immediately following the ceremony. Should inclement weather occur, diplomas will be available for pick-up on Monday, May 17th.

Inclement Weather Plan of Action

In the event of rain, graduation will be held in the Multipurpose Room located in the New Classroom/Student Center. Since there is limited seating in the Multipurpose Room and in keeping with fire code requirements, each graduate will be issued a specified number of admission tickets. These tickets will be **required** for admission into the ceremony. Please note that all guests, children (including infants) and adults must have a ticket for admission.

Please Note: This information, as well as, additional notices will be posted as an announcement on Campus Cruiser on the College's website at www.roanokechowan.edu. Please check the website for new updates.

Should you have inquires and questions regarding graduation, please contact:

Cara Edwards in Student Services, New Student Center
862-1243 or edwardsc@roanokechowan.edu