

Date: April 2022  
To: MCC Commencement Participants  
From: Scott Scholes, Vice President of Student Services  
RE: Commencement Instructions

Instructions for Morgan Community College's Commencement beginning at 9:00 a.m. on Saturday, May 7, 2022, are enclosed. Please review the information prior to the event so that logistics run smoothly. We want you to have an enjoyable and memorable time as we celebrate the achievements of our graduation candidates.

Commencement will be held in the Fort Morgan City Park, 414 Main Street next to the Fort Morgan Library/Museum. The Dahms-Talton Band Shell located in the park will serve as the stage for the ceremony.

Limited seating will be available. Family and friends are encouraged to bring lawn chairs and/or blankets for seating.

If you require any special accommodation to be able to participate in the commencement ceremony, please contact Kenne Bauer, Commencement Coordinator, at 970-542-3167 or [kenne.bauer@morgancc.edu](mailto:kenne.bauer@morgancc.edu) prior to May 7, 2022.

Congratulations to all our graduation candidates!

**MORGAN COMMUNITY COLLEGE  
INSTRUCTIONS FOR COMMENCEMENT  
Saturday, May 7, 2022  
9:00 AM**

**THERE WILL NOT BE A REHEARSAL.  
PLEASE READ THE INSTRUCTIONS CAREFULLY.**

**COMMENCEMENT** will take place **Saturday, May 7, at 9:00 a.m.** at Fort Morgan City Park in the Dahms-Talton Band Shell, located at 414 Main Street, Fort Morgan, Colorado. **Participants should check in at the United Methodist Church, located at 117 E. Bijou Avenue no later than 8:30 a.m.**

**PROCEDURES**

**DEGREE/CERTIFICATE CANDIDATES**

Degree/Certificate candidates should arrive **wearing their caps and gowns.** (The ceremony will be on a grass surface so candidates should wear appropriate shoes). **Tassels should be on the right.** All candidates should **check in with an MCC staff member at the church immediately upon arrival to receive a name card**, which will be handed to an MCC Vice President before crossing the stage. After checking in, candidates may wait outside near Bijou Ave, in the church lobby or in the church activity center. just off the lobby. MCC Staff will alert candidates when it is time to line up (approximately 8:50 a.m.) The **stage party** will lead the procession, followed by **faculty, staff, and candidates for degrees/certificates.**

Candidates will walk to the ceremony area **single file.** A Pacer will assist each candidate in starting the procession at the correct distance from the person in front of them. An usher will guide candidates to their seating. After coming to their seating, candidates should **REMAIN STANDING for THE NATIONAL ANTHEM.**

**FACULTY AND STAGE PARTY**

MCC Faculty and the Stage Party will meet at the United Methodist Church **no later than 8:30 a.m., wearing their caps and gowns.** The Stage Party will meet in the church's library and the Faculty will meet in the sanctuary. Faculty and Stage Party members should wear their tassels on the **left.** The **Stage Party** will lead the procession, followed by **faculty, staff, and candidates for degrees/certificates.**

Faculty and the Stage Party will walk to the ceremony area **single file.** A Pacer will assist Faculty and the Stage Party in starting the procession at the correct distance from the person in front of them. An usher will guide Faculty to their seating. After coming to their seating, Faculty and the Stage Party should **REMAIN STANDING for THE NATIONAL ANTHEM.**

## STEPS FOR CONFERRING OF DEGREES

**After several brief speeches by dignitaries and students, the degree/certificate candidates will receive their diplomas as follows:**

A. The Vice President of Instruction will announce that the Degree/Certificate Candidates have completed the necessary requirements to receive an Associate Degree or Certificate. An usher will then guide rows of students to the stage, beginning with the front row. Ramps are available on both sides of the stage.

B. Candidates will hand their name cards to the Vice President at the podium (individuals with difficult to pronounce or unusual names are asked to softly say the correct pronunciation to the Vice President). Candidates will walk across the stage as their names are read.

C. Candidates will receive their diploma case, then cross the stage and pause to take a photograph with the President.

D. Candidates should exercise caution in going down the steps, then return to their chairs and be seated.

E. After all candidates have received their diplomas, graduates will stand together and move tassels from right to left at the instruction of the President.

F. Graduates will then be seated to hear an address by the Faculty of the Year. At the close of the ceremony, graduates should remain seated while the Stage Party exits first, followed by Faculty. After the Faculty have exited, students may rise and exit.

## NOTE TO GRADUATES

There will be no security provided during Commencement, so graduates should make arrangements to secure purses, phones/cameras, and other valuables. Bottled water will be provided, and participants are encouraged to stay hydrated.

## DIPLOMAS

One diploma case will be given to participating students at Commencement. Candidates receiving more than one degree or certificate may purchase additional diploma cases through the MCC College Store, if desired. The diploma inserts will be mailed after all requirements have been completed and all accounts are cleared in the Business Office and the Learning Commons. To ensure diplomas are mailed to the correct locations, graduates should *keep their address current via the MCC student portal*. Diplomas will be sent six to eight weeks after commencement. If you have any questions regarding Commencement, please call Kenne Bauer in the Registrar's Office at 970-542-3167.

## CAPS AND GOWNS

Caps, gowns, and tassels may be kept by the graduates.