



Office of the Registrar

**CAP & GOWN PICKUP INSTRUCTIONS FOR GRADUATION CANDIDATES**

Commencement: Saturday, June 2, 2018 @ 10:00 am.

Patricia and Arthur Modell Performing Arts Center at the Lyric  
140 W. Mount Royal Avenue Baltimore, MD 21201

**GENERAL INFORMATION**

Please read all information in its entirety. Please e-mail [graduation@bccc.edu](mailto:graduation@bccc.edu) with additional questions. Only students who have met all requirements and have paid the Commencement Participation non-refundable fee of \$25 by **May 31, 2018**, will be permitted to participate in the Commencement ceremony. **To receive your Cap & Gown all obligations must be paid in full, including the Commencement fee. Even if you are not participating in Commencement, all obligations need to be paid in full in order to receive your diploma.**

**INFORMATION SESSION**

**LOCATION: MNB 04B**

- The Information Session is **MANDATORY** for **ALL** students who are participating in Commencement. Students will not receive their Cap & Gown without going to an Information Session. Student may not participate in the Commencement ceremony without a cap and gown.
- The Information Session will start promptly on the hour (**Please be on time**). If you are late, you will have to come to the next session.

May/June 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23 10:00 am; 11:00 am; 12 noon 2:00 pm; 3:00 pm; 4:00 pm	24 10:00 am; 11:00 am; 12 noon 2:00 pm; 3:00 pm; 4:00 pm	25 10:00 am; 11:00 am; 12 noon 2:00 pm; 3:00 pm; 4:00 pm	26
28 <i>Memorial Day</i>	29 10:00 am; 11:00 am; 12 noon 3:00 pm; 4:00 pm; 5:00 pm; 6:00 pm	30 10:00 am; 11:00 am; 12 noon 3:00 pm; 4:00 pm; 5:00 pm; 6:00 pm	31 10:00 am; 11:00 am; 12 noon 2:00 pm; 3:00 pm; 4:00 pm	1	2 <b>Spring 2018 Commencement</b>

**NOTE:** If you are not able to attend any of the above dates or time; you can send a proxy, which must have a letter from you stating that you are unable to come and indicate your height, so that you can have the correct size of gown. The proxy must have a photo copy of your ID and their ID. The proxy must attend the Information Session.

## CAP & GOWN DISTRIBUTION

- Students who have completed all requirements successfully will receive a cap & gown.
- **Spring 2018 Completers: All GRADES** must be in before receiving a Cap & Gown.
- All Associate Degree Candidates will receive:
  - Cap, gown, and hood
    - Honor Chords (Red & Black chords)
      - \*HIGH HONORS – Overall GPA of 3.75 and above
      - \*HONORS-Overall GPA 3.25 to 3.749
- All Certificate Candidates will receive:
  - Cap, gown, and collar (women). Men are to wear collar shirts.

**NOTE:** Students must see the coordinator of Phi Theta Kappa & Granville T. Woods to receive stoles

## TICKETS

- Tickets are required for admission (No Exceptions). Please remember to give your tickets to your guest prior to your arrival at the Lyric.
- Children age 1 and older will need a ticket to enter the Lyric.
- Additional tickets **may** become available on June 1<sup>st</sup>. An e-mail will be sent to students for the time additional tickets will be given. Tickets will not be held by staff.

## PROFESSIONAL PORTRAITS

- Grad Images Professional Portraits will be on campus in the **Tranquility Lounge (Student Life area)** to take professional photos of graduates in their regalia. For additional information contact Grad Images at [www.gradimages.com](http://www.gradimages.com)
  - Wednesday May 30<sup>th</sup> 12:00 pm – 06:00 pm
  - Thursday May 31<sup>st</sup> 10:00 am – 04:00 pm

## COMMENCEMENT DAY

- All graduates must arrive by 8:00 a.m. and enter the Lyric at Maryland Avenue Lower Level Backstage entrance.
- Bring your cap & gown (**You may not participate in the Commencement Ceremony without a cap & gown**).
- Line up with your academic program in alphabetical order. The assigned volunteers will assist in the lineup.
- The volunteers will give you an index card bearing your name, curriculum, and honor status. You will pass the card to a reader as you approach the stage.
- Personal items **may not** be left with staff. Please make arrangements with family or friends to secure personal items. Valuables, handbags or additional clothing should not be brought to the Lyric.

- Continental Breakfast will be provided for graduates in the Assembly area.
- **Graduates are to stay for the entire ceremony and will be dismissed at the conclusion. The Commencement Ceremony is from 10:00 a.m. to 12:00 p.m.**

## **GUEST**

- Guests will enter the entrance on West Mount Royal Avenue and will not be admitted into the Lyric until 9:00 am.
- Guests are not permitted in the backstage Assembly area, where graduates line up.
- Guests are not to bring whistles and other loud noise makers to the Lyric.
- Balloons are not permitted in the Lyric Auditorium (The balloons will be checked upon entry).
- During the procession and ceremony, all guests should remain in their seats to keep aisles clear.
- Once the procession has started, NO ONE will be admitted into the Lyric until the procession is completed.
- Due to the importance of ALL people being able to see the stage and to maintain order, please do not come down to the aisle to take pictures.

## **ATTIRE**

- Wear comfortable shoes. Graduates will be standing from 8:00 a.m.-10:00 a.m.
- **NO** Gum chewing
- **NO** Handbags

## **EMBLEMS THAT MAY BE WORN AT COMMENCEMENT**

- Wear your tassel on the right side of the cap until all degrees are conferred in the ceremony
- Phi Theta Kappa & Honors Program Regalia will receive a special tassel and stole.
 

➤ Phi Theta Kappa	Gold	Tassel & Stole
➤ Granville T. Woods Scholars	Forest Green	Stole
➤ STEM Scholars	Red	Stole
➤ Veterans	Blue w/stars	Stole

## **PROCESSION**

- Will begin at 9:45 am.
- Students cannot be placed in line after the Procession begins; therefore, remember to be on-time.

### **Processional Order**

1. Lower Lobby Area – Candidates for degree and certificates
2. Upper Level Lobby Area - Faculty & Staff (Look for the division/school flags)
3. President’s Reception Area (3<sup>rd</sup> Floor Reception Hall) – Stage Guests

## DISABILITY & SUPPORT SERVICES

Baltimore City Community College (BCCC) makes every effort to accommodate individuals with disabilities. Students and/or guests who need special accommodations should contact the campus Disability Support Services Center at 410-462-8585 or [DSSC@bccc.edu](mailto:DSSC@bccc.edu) within 14 working days prior to attending a scheduled event. ASL interpreter requests may be made by emailing [DSSC@bccc.edu](mailto:DSSC@bccc.edu) at least four weeks prior to attending scheduled events.

## PHOTOS & REGALIA

- Professional photographers will be available to photograph you in your cap & gown during the Commencement Ceremony. The cost of the photo package will be available at the Lyric. **Grad Images Professional Photographers** will capture the moment of each graduate being presented a degree/certificate cover by the President and a member of the Board of Trustees.

## HELPFUL TIPS

- Reminder: **BE ON TIME** (You & Guests)
- Give TICKETS** to guests. They will not be permitted to enter the Lyric without them.
- The Lyric must be vacated immediately following the ceremony. Make arrangements with your guests to determine where you will meet at the conclusion.
- Make arrangements with guest to hold all personal items (valuables, clothing, purses, etc.).

## DIPLOMAS (Spring 2018 candidates)

Please make sure your mailing address is correct in the system. Any corrections to your mailing address must be made online through the Student Portal or you may update your address in the Records & Registration office (MNB 08).

*\*ALL Degree and/or Certificates will be mailed (no exceptions) to your mailing address on record by June 30<sup>th</sup>.*

## CAMPUS INFORMATION

Commencement (Additional Tickets), Diplomas, Student Caps & Gowns	<a href="mailto:graduation@bccc.edu">graduation@bccc.edu</a>
Bookstore, Faculty Caps & Gown	410-462-8484
Student Accounting	410-462-8333
Alumni Relations	410-462-7461
BCCC General Information	410-462-8300
The Modell Performing Arts Center the Lyric	410-900-1120
Public Safety (In Case of an emergency ONLY)	410-462-7700

## SCHOOLS

### School of Nursing and Health Professions

- Dental Hygiene AAS
- Health Information Technology AAS
  - Coding Specialist CERT
- Nursing AS
  - Practical Nursing CERT
- Paramedicine AAS
  - Paramedic CERT
  - Paramedic Bridge CERT
- Physical Therapist Assistant AAS
- Respiratory Care AAS
- Surgical Technologist AAS

### School of Arts & Social Sciences

- Addictions Counselor AAS
  - Addictions Counseling CERT
- Allied Human Services AA
  - Human Services CERT
- Arts & Science-Art AA
- Arts & Science-Music AA
- Arts & Science- Psychology AA
- Arts & Science-Theater AA
- Correctional Administration AAS
- Early Childhood Education AAS
  - Early Childhood Administration CERT
- General Studies AA
- Law Enforcement AAS
- Legal Assistant AAS
- Mental Health Services AAS
- Teacher Education Math-Science AS
- Teacher Education AA
  - Special Education Assistant CERT
  - Substitute Teacher CERT

### School of Business, Science, Technology, Engineering & Mathematics

- Accounting AAS
  - Accounting CERT
- Arts & Science-Mathematics AS
- Arts & Science-Science AS
- Biotechnology AAS
  - Biotechnology Lab CERT
  - Lab Animal Science CERT
- Business
  - Business Management AAS
  - Business Marketing AAS
- Business Administration AS
- Computer Aided Draft & Design AAS
- Computer Information Systems AAS
  - Information Technology Basic CERT
- Construction Supervision AAS
  - Construction Supervision CERT
- Cyber Security & Assurance AAS
  - Cyber Security & Assurance CERT
- Electrical Engineering AS
- Engineering AS
- Fashion Design AAS
  - Fashion Design CERT
- Retail Fashion Design AAS
- Office Administration AAS
- Robotics Technology AAS

## **PARKING at the Modell PAC/Lyric**

### **The Lyric Opera House Parking**

Go to this link to find out more about parking at the Lyric: <https://www.parkingpanda.com/lyric-opera-house>

### **Other Suggested Parking Areas**

- The Fitzgerald Garage 1201 W. Mount Royal Avenue  
This lot is conveniently located in between the Mount Vernon and Bolton Hill Neighborhoods. (0.1 mile away from Lyric)
- The Symphony Center Garage 1030 Park Avenue  
This lot is conveniently located on Park Avenue (about two blocks south of the Lyric).
- 21 E. Lanvale Street  
Open surface lot located next to Baltimore Penn Station. PLEASE NOTE: This is a pay and display lot. You must print your reservation and place on the dash of your vehicle. (0.2 miles away from Lyric)
- Limited street parking is available.

### **Mass Transportation**

- The University of Baltimore/Mount Royal Light Rail Station is located almost directly across from the Lyric. For more information, please contact the Mass Transit Administration at 410-539-5000.

### **MARC Train/AMTRAK Train**

- Baltimore's Penn Station is two blocks northeast of the Lyric. Daily service between Washington's Union Station and Baltimore on both MARC and AMTRAK is available. For more information, please call 1-800-USA-RAIL.

## DRIVING DIRECTIONS

### I 83 South



I-83 S toward Jones Falls Expressway/Downtown.



Take the MD-2 S/St Paul St exit, EXIT 4.



Take the Mt Royal Ave W ramp.



Merge onto E Mount Royal Ave.

The Lyric is on the left and the Bolton Yards Parking Lot is on the right

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### From Washington Interstate 95 North



I-95 N toward Baltimore.



Take the Russell St N exit, EXIT 52.



Merge onto MD-295/Russell St via the ramp on the left.



Keep left at the fork to go on MD-295.



Turn right onto W Pratt St.



Turn left onto S Eutaw St.



Turn right onto W Mulberry St/US-40 E.



Turn left onto N Charles St.



N Charles St becomes Washington Pl.



Washington Pl becomes N Charles St.



Turn left onto W Mount Royal Ave.

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**From Washington  
Interstate 295 North**



MD-295 N. BWI Parkway



Turn right onto W Pratt St.



Turn left onto S Eutaw St.



Turn right onto W Mulberry St/US-40 E.



Turn left onto N Charles St.



N Charles St becomes Washington Pl.



Washington Pl becomes N Charles St.



Turn left onto W Mount Royal Ave.