

43rd Annual
Commencement
Guidebook

Thursday, May 21, 2009
6:30 p.m.

The Wolstein Center
at Cleveland State University
2000 Prospect Avenue
Cleveland, Ohio

This comprehensive guide of instructions and frequently asked questions provides you with all the information and details you need as you prepare for Commencement.

Please read this guidebook carefully and keep for future reference or visit www.tri-c.edu/commencement

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Dear Prospective Graduate:

The 2009 Cuyahoga Community College Commencement Exercises will take place on Thursday, May 21, 2009 at 6:30 p.m. at the Wolstein Center of Cleveland State University (2000 Prospect Avenue, Cleveland, Ohio).

Graduation Day! It fills the heart with mixed feelings—fulfillment and sadness, anxiety and eagerness. Graduation is not the end; it's the beginning. Your schooling may be over, but remember that your education still continues.

Cuyahoga Community College is where futures begin and the future belongs to those who have the courage to pursue their dreams. When you leave here, don't forget why you came—to learn, to fulfill a dream, to pursue a passion.

This booklet, from the Directors of Student Life, contains information and instructions regarding graduation day. Read it carefully to ensure you have met all graduation deadlines.

On behalf of the Board of Trustees, faculty, and staff congratulations on your candidacy for graduation from Cuyahoga Community College.

Best wishes,



Jerry Sue Thornton, Ph.D.

President

Important Facts

You have petitioned to graduate from Cuyahoga Community College. If you have met the College's graduation requirements, you will become a member of the Class of 2009.

We congratulate you for this outstanding accomplishment. The College will honor your achievement at Commencement on Thursday, May 21, 2009, at 6:30 p.m. at the Wolstein Center at Cleveland State University (formerly CSU Convocation Center) 2000 Prospect Avenue, Cleveland, Ohio.

Participation Response Form

All candidates must complete the enclosed Participation Response Form and mail or drop off the form to the Student Life Office no later than **Friday, April 17, 2009**. You may either submit the paper form or the electronic form which should have been recently e-mailed to you at your College e-mail address.

Ceremony

Degrees awarded:

- Associate of Arts
- Associate of Science
- Associate of Applied Science
- Associate of Applied Business
- Associate of Technical Studies

May 21, 2009, 6:30 p.m.

CEREMONY

BEGINS PROMPTLY

Candidates are to report in academic regalia no later than 5 p.m. See page 6 for specific location.

Graduation

Eligibility

Students who will complete graduation requirements during the 2008-2009 academic year (Fall 2008 through Summer 2009 semesters) are eligible to participate in the ceremony. Final determination of the completion of graduation requirements will be made at the end of Spring and Summer 2009 semesters. Participation in this ceremony does not constitute the completion of graduation requirements.

Candidates planning to complete graduation requirements during Summer 2009 may choose to participate in the May ceremony if they have been approved for summer completion. All course requirements for graduation must be completed by the end of the Summer term 2009.

If you have any questions regarding graduation eligibility, please speak with your counselor.

Academic Regalia

Cap, gown and tassel are the official regalia that must be worn at Commencement. You may purchase your keepsake black cap, gown, and tassel for \$28 (includes tax) at the campus Book Centers beginning Monday, April 20.

Tassel colors are white for Arts, gold for Science and light brown for Business and Technical Studies.

Treasure Cap, Gown, and Tassel (set)	\$28.00 (includes tax)
Gown only	\$23.50 (includes tax)
Treasure Cap	\$ 5.00 (includes tax)
Treasure Tassel	\$ 4.50 (includes tax)

Academic Regalia (continued)

The Book Centers are open from 8:30 a.m. to 7 p.m., Monday through Thursday and 8:30 a.m. to 3 p.m. on Friday. Hours subject to change.

There will be Book Center associates available on Thursday, May 21 at the Wolstein Center after 4 p.m. for any adjustments needed to students' graduation apparel. Should you have any questions concerning the above, please call your campus Book Center:

Eastern Campus	216-987-2070
Metropolitan Campus	216-987-4550
Western Campus	216-987-5550

NOTE: Appropriate dress is required under your gown and does not include jeans, shorts, T-shirts or athletic shoes. Please wear black or brown shoes.

Honors Designation

The following designations appear in the Commencement program based on cumulative grade point average at the end of Fall Semester 2008:

Cum laude:	3.50 – 3.69
Magna cum laude:	3.70 – 3.89
Summa cum laude:	3.90 – 4.00

Members of PTK should contact their PTK advisor for appropriate regalia.

Honor Cord

Students who have maintained a cumulative grade point average of 3.50 or higher at the end of Fall Semester 2008 will receive an honor cord to wear with their academic regalia at Commencement. The honor cord may be picked up in the Student Life Office.

If you misplace or lose your honor cord prior to May 21, you may purchase another cord for \$8.95 at the Student Life Office.

Commencement Announcements

Candidates who will participate in the Commencement Ceremony may pick up 10 announcements at no charge in the Student Life Office upon submitting your Student Response Form.

Tickets are not required to attend the ceremony. Your My Tri-C Card will be required to pick up announcements.

For your convenience, the Student Life Offices will be open on each campus beginning April 27 for you to pick up your Commencement Packet during the following hours:

Eastern Campus • 216-987-2045 Student Life Office ELA 115

April 27 – May 20

Monday through Thursday: 8:30 a.m. – 8 p.m.

Friday: 8:30 a.m. – 5 p.m.

** Thursday, May 21, 8:30 a.m. – 5 p.m.*

Metropolitan Campus • 216-987-4610 Student Life Office MCC 102

and

Western Campus • 216-987-5428 Student Life Office WHCS A100

April 27 – May 8

Monday through Friday: 8:30 a.m. – 5 p.m.

May 11 – May 20 (Special Hours)

Monday through Thursday: 8:30 a.m. – 7 p.m.

Friday: 8:30 a.m. – 5 p.m.

** Thursday, May 21, 8:30 a.m. – 5 p.m.*

Ceremony Day

Parking

One complimentary parking pass will be given to each candidate when they pick up their Commencement announcements. The designated parking area will be on the map on the back side of the parking pass. Public parking is available in the general area for guests at their own expense.

NOTE: Cars will not be permitted to enter the designated parking area without the appropriate parking pass.

Assembly, Robing and Line-up

Students should check-in at the designated area for their degrees (listed below). After checking in, students should robe and line-up in the same designated areas.

Please do not bring personal belongings (i.e. purses, coats) to the robing areas as these areas are not secured. You may not march with your personal belongings.

Only candidates are to report in academic regalia no later than 5 p.m. to the following locations at the Wolstein Center:

4th Floor West Wing Room (Use Annex Entrance)

- Associate of Arts

Sub Concourse Level (Use Medical Mutual of Ohio Gate (D) Entrance)

- Associate of Science
- Associate of Applied Science
- Associate of Applied Business
- Associate of Technical Studies

*** Guests are not permitted in the above robing areas.**

Special Assistance



If you need special assistance during the processional, walking on stage to receive your diploma cover, and/or seating accommodations in the graduates' seating section, please contact the Metropolitan Campus Student Life Office at 216-987-4228.

Only service animals are permitted in the building (a service animal is one trained to provide assistance to a person with a disability).

Sign interpreters will be present at the event.

Closed captioning will be provided.

Your Guests

General seating is available for your guests at the Wolstein Center at CSU. Your guests may enter through any gate entrance.

For the convenience and comfort of your guests, the Wolstein Center concourse area offers the following services:

- Food and beverages
- Restrooms
- First aid
- Public Safety

Special Accommodations for Guests

The Wolstein Center arena has wheelchair seating sections available for your guests. Please come to the Information Table located at Time Warner Cable Gate (A) for seating locations.

Tri-C Book Center

For your convenience the Tri-C Book Center will be located on the main concourse near the Time Warner Cable Gate (A) entrance.

The following items are available for purchase:

- Caps, gowns, tassels
- Film and disposable cameras
- Fresh flowers
- Tri-C souvenirs
- Various convenience items

The Commencement Program

The Processional

- The academic procession starts in the sub concourse area of the Wolstein Center at CSU and will proceed into the arena.
- Restroom space is limited in the sub concourse area and there are no facilities available for storing purses, coats, or other items you may be carrying. Please leave these items with your guests.

NOTE: Tri-C and the Wolstein Center at CSU will not be responsible for any articles left in the robing areas. YOU MAY NOT MARCH WITH YOUR PERSONAL BELONGINGS!

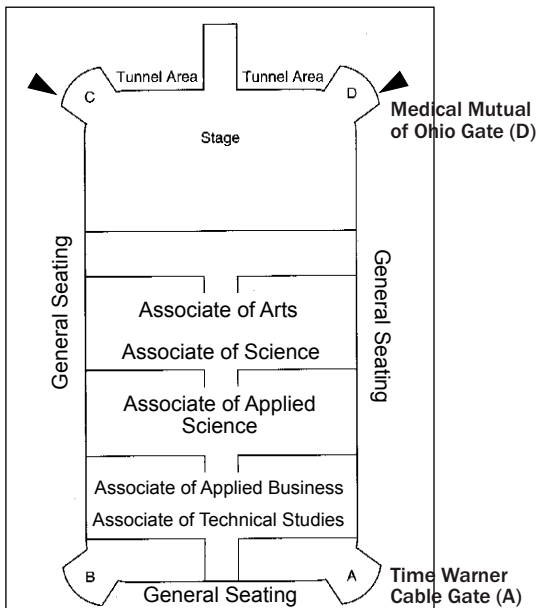
- When you have reached your seat on the arena floor, we ask that you remain standing until the Stage Party has arrived and the Invocation has been completed.
- **Please turn off your cell phones and/or other electronic devices during the ceremony.**

The Recessional

At the end of the ceremony the academic procession leaves the arena in the reverse order of the processional. Candidates will recess outside of the Wolstein Center at CSU. To eliminate congestion at Time Warner Cable Gate (A) following the ceremony, it is recommended that you make prior arrangements with your guests on where you will meet them outside of the Wolstein Center at CSU.

Seating Diagram

This is a sample diagram of the Wolstein Center at CSU's arena floor that shows the candidates seating by degrees and guest seating.



Conferring of Degrees

The ceremony takes approximately two hours. Candidates will be recognized by name and academic honor as they walk across the stage. Any candidate who has earned more than one associate degree will be recognized only once during the ceremony. The candidate may select which degree recognition he/she will receive during Commencement.

Following the conferring of all degrees, the College President instructs the candidates to shift their tassels from right to left. This ritual should be done in unison signifying the completion of Commencement.

As a courtesy to all Cuyahoga Community College candidates and their guests, do not leave the arena until the ceremony is completed.

Official Photographer

Chappell Graduation Images is the official photographer for the ceremony and will take your photo as you receive your diploma. Within seven days after Commencement, Chappell will send your free proofs and instructions on how to order. You may keep the proofs whether or not you order enlargements. You are under no obligation to purchase pictures.

If you have questions concerning your photo order following Commencement, contact Chappell Graduation Images at 1-800-424-3686 or www.chappell.com.

Televised Commencement

The Commencement Ceremony will be broadcast live on Thursday, May 21 at 6:30 p.m. on Time Warner Cable digital channel 195 in the City of Cleveland, Cox Cable digital channel 216 and Brunswick Area Television on channel 24. The ceremony will be rebroadcast on Thursday, May 28 and Thursday, June 4 at 7 p.m.

DVDs

Commencement DVDs will be available through the Book Centers at a cost of \$25. The DVD must be pre-ordered and prepaid at the campus Book Center between April 20 and June 1. The order form will be included in the packet of essentials - which will be available for pickup in the Student Life Office. All DVDs will be shipped by Federal Express Ground; therefore, no P.O. Box shipping addresses can be used. Videotapes/DVDs will be shipped around June 12.

Diploma Distribution

Diplomas

At the Commencement ceremony only the diploma cover will be presented to you. Your diploma will be mailed from the College Enrollment Processing Center based upon completion of your academic degree requirements.

NOTE: Participation in this ceremony does not necessarily constitute graduation from Tri-C.

Fall 2008 graduate diplomas will be mailed by early June 2009. Spring 2009 graduate diplomas will be mailed in early August 2009. Summer 2009 graduate diplomas will be mailed in early October 2009.

Graduates with more than one degree may request an additional diploma cover after May 28, 2009 from the Admissions Office.

If you have any questions concerning your diploma or academic records, you must call the Admissions Office where you petitioned:

Metropolitan Campus	216-987-4992
Eastern Campus	216-987-2021
Western Campus	216-987-5154

August Candidates

Cuyahoga Community College holds Commencement once each year in May. If you petitioned for Summer 2009 graduation, you are encouraged to participate in this ceremony.

Frequently Asked Questions

1. I am the first graduate in an exceptionally large family. Is there a limit on the number of guests who can attend?

No, but arrive early since all seating is general admission. There is no assigned seating.

2. Can my parents come up to the stage to take my picture as I receive my diploma?

The College has made arrangements with a professional photographer to capture the exact moment each candidate crosses the stage. For security purposes, family members are not permitted on the main floor where graduates are seated.

3. How will my family and friends know which side of the arena floor I will march down and where I will sit?

There is no way to identify which side you'll march down. When the procession begins the two lines split behind the stage and come together again at the rear of the arena floor.

In terms of planned seat assignments for candidates refer to the assembly diagram located on page 9. The diagram gives you an idea of how seating is separated by degree.

4. How long will Commencement last?

Approximately two hours

5. Must I stay for the entire ceremony?

YES. The College has made every attempt to consolidate the length of the ceremony by shortening the speeches and providing a constant flow of candidates as they walk across the stage. It is important that all candidates be given the opportunity for their special moment in the spotlight. Therefore, as a courtesy to your fellow candidates and their guests, we ask that you return to your seat and remain there until the conclusion of the program.

6. Can I participate in the May ceremony even if I won't complete my degree requirements until the summer semester?

YES. If you have petitioned for summer graduation, you may participate in the Commencement Ceremony scheduled for May 21, 2009.

Note: If you do not complete the required coursework to graduate on time, you will need to re-petition for graduation.

7. In the event I bought the wrong color tassel or something doesn't fit, will assistance be available on that day?

Candidates are responsible for bringing the complete academic regalia and should check everything for fit and correctness before Commencement day. In case of emergency, the Book Center will be located on the main concourse near the Time Warner Cable Gate (A) entrance to assist you. The Book Center will have a limited supply of tassels, caps, and gowns, available for purchase.

8. If I already own a black cap or gown, must I purchase another cap and/or gown?

NO. You only need to purchase your tassel.

Things to Remember

1. Arrive no later than 5 p.m. to the robing area.
2. Do not carry personal belongings with you during the ceremony. Please leave your belongings with your guests.
3. Please use the restrooms on the main concourse prior to entering the sub concourse. There is only one restroom in the sub concourse area.
4. Be courteous. Please return to your seat after walking across the stage, and remain seated until the conclusion of the program. This is a special day for everyone!

Important Dates

Friday, April 17, 2009 – Electronic or paper copy Participation Response Form due to Student Life Office.

Monday, April 27–Thursday, May 21, 2009
Announcements are available in Student Life Offices for pick up.

Monday, April 20–Thursday, May 21, 2009
Cap, gown and tassel are available for purchase at the Book Centers.

Monday, June 1, 2009 – Last day to order and pre-pay for Commencement DVD.

Tri-C Alumni Relations

Dear Graduate:

On behalf of Cuyahoga Community College, congratulations on your achievement! Receiving your degree from Tri-C will create numerous career opportunities and enable you to contribute back to the community.

Tri-C alumni are a diverse group of educated individuals who have a profound impact on the economy and growth of Northeast Ohio. They represent all ages and every sector of the economy – teachers, nurses and health care professionals, fire fighters, police officers, engineers, and business professionals – and they reflect the cultural diversity of our region.

- Over 85 percent of Tri-C graduates find jobs in Northeast Ohio.
- Of the 86 percent of Tri-C graduates from career programs who find employment, 83 percent are in jobs that relate to their field of study.
- 87 percent of Tri-C graduates would recommend or strongly recommend Tri-C to someone seeking the same kind of program they studied

Cuyahoga Community College is continuously enhancing its alumni relations to better meet the needs and expectations of our graduates, who are a great resource to our community. Shortly after Commencement, you will receive a letter that will provide information on alumni opportunities at Tri-C and allow you to submit a form noting your areas of interest.

Please visit

www.tri-c.edu/foundation/pages/alumni.aspx
for news on fellow alumni and programs available for alumni at Tri-C. For more information, please contact the Office of Resource Development and Tri-C Foundation at 216-987-4868 or alumni@tri-c.edu.

Gloria J. Moosmann
Vice President, Resource Development &
Executive Director, Tri-C Foundation

Key Career Place



In Partnership with KeyBank 

Dear Graduate:

On behalf of Key Career Place at Cuyahoga Community College, congratulations on your achievement! Key Career Place is YOUR career center with all the free tools and resources you need to find your next job!

- Individual appointments for resume critiques, mock interviews, and job search advice
- Workshops on job searching, resume writing, interviewing, salary negotiation and more
- Web-based tools for resume development and practice interviewing
- Careers.Online Web-based job board with hundreds of full and part-time job openings
- Links from our Web site to recruitment sites, major-to-career converters, transferable skills inventories, career exploration tools, salary reports, company research tools, and diversity resources
- Multi-media resource centers with computers, laser printer, and fax machine
- Job fairs and on-campus recruitment events

With networking listed as the #1 job search method, we hope you will make us part of your network whether you are continuing your education, changing jobs or fields entirely, or moving up within your current employment organization.

To take advantage of these services, please contact your nearest Key Career Place location: East at (216) 987-2567, Metro at (216) 987-4913, or West at (216) 987-5575 or e-mail us at keycareerplace@tri-c.edu. You can also visit us on the Web at www.keycareerplace.info to learn more.

We look forward to assisting you!

Directions to CSU Wolstein Center

The Cleveland State University Bert L. & Iris S. Wolstein Center, located at 2000 Prospect Avenue, Cleveland, Ohio 44115, occupies the entire block bounded by Carnegie Avenue to the south, Prospect Avenue to the north, East 18th Street to the west and East 21st Street to the east.

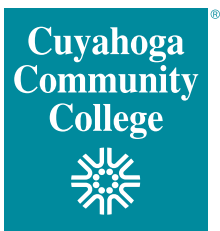
From I-71 South and I-90 West - Exit at Prospect Avenue, turn right and proceed west for two blocks.

From I-90 East, I-71 and I-77 North - Exit at East 22nd Street, turn left at the end of the ramp and proceed north for two blocks.

This information is provided courtesy of
Tri-C Student Life Offices:

Eastern Campus 216-987-2045
Metropolitan Campus 216-987-4610
Western Campus 216-987-5428

www.tri-c.edu/studentlife



www.tri-c.edu/commencement