

ATTENTION GRADUATES!!!

Students who will complete their degree at the end of the spring 2017 semester should apply for graduation for spring semester 2017 by **Friday, March 10, 2017** at 11:00 a.m. Applications must be completed and submitted to:

- ✓ Marian Martin, Childersburg Campus (Building A)
- ✓ Tiffanie Character or Michael Lovett, Alexander City Campus (Administration Building)
- ✓ Dana Thomas, Talladega Center

Also, students who are within 9 hours or less to complete their degree for summer 2017 semester should apply for graduation for spring semester 2017 by **Friday, March 10, 2017** at 11:00 a.m.

STUDENTS PARTICIPATING IN GRADUATION CEREMONY

Central Alabama Community College's graduation is scheduled for **Thursday, May 11, 2017, at 10:00 a.m.** on the Alexander City campus in the Betty Carol Graham Technology Center. *Students who completed their degree or certificate in the summer semester 2016 or in the fall semester of 2016, students who plan to graduate in the spring semester of 2017 along with students who are within 9 hours to graduate summer semester 2017, are encouraged to participate in the graduation ceremony.*

If you plan to participate in graduation, you must go to the bookstore on either the Alexander City or Childersburg campus and complete the cap and gown order form (include your head, chest and height measurements), and pay the \$43.50 by 4:30 p.m. on Monday, April 3. After April 3, you may not be able to secure a cap and gown; therefore, this date is very important. If you are able to secure a cap and gown after April 3, an additional fee will be charged to ensure the cap and gown arrives on time. During the last week of April, a memo with specific details about rehearsal and graduation will be sent to the participating graduates.

If you desire to receive a diploma, you must pay the cashier \$20.00 for a diploma. A diploma is not ordered until the \$20.00 fee is paid and final grades for the semester are processed. You must provide your receipt or a copy of your receipt to **Tiffanie Character** in the Student Services area on the Alexander City campus (Administration Building) or to **Ms. Marian Martin** in the Student Services area on the Childersburg campus (Building A). It is important to order a diploma at the time of graduation because it may be impossible to have one printed at a later date. All diplomas are ordered once all pending grades have been verified. Please allow six to eight weeks to receive your degree after graduation.

Cap and Gown Rental	\$ 43.50 pay to the Bookstore	by April 3
Diploma Fee	\$ 20.00 pay to the Cashier	by May 8

STUDENTS NOT PARTICIPATING IN GRADUATION

If you are unable to participate in graduation and desire to receive a diploma, you must pay the cashier \$20.00 for a diploma. A diploma is not ordered until the \$20.00 fee is paid and final grades for the semester are processed. Return your receipt or a copy of your receipt to **Tiffanie Character** in the Student Services area on the Alexander City campus (Administration Building) or to **Ms. Marian Martin** in the Student Service area on the Childersburg campus (Building A). It is important to order a diploma at the time of graduation because it may be impossible to have one printed at a later date.

We look forward to your participation in graduation.