



Commencement Ceremony Guide

Saturday, May 4, 2013
Broward Convention Center
10 a.m.

Table of Contents

Page 1...Message from the College Registrar

Page 2...What is graduation

Page 3...How to apply for graduation

Page 4...Decorum and protocol

Page 5...Commencement Ceremony details

Message from the College Registrar

Dear Candidate:

I commend you on your academic accomplishments as you approach graduation from Broward College. You will find that earning a degree will open many doors to a brighter future. On behalf of the President and the Graduation Committee, I welcome you and your guests to the upcoming Commencement Ceremony.

The Commencement Ceremony Guide provides step-by-step information on how to apply for graduation, acquire your cap and gown, and general details on the commencement ceremony. Feel free to print and keep this guide handy.

Also, the College invites graduates to stay connected to their alma mater, professors and classmates by joining the Alumni Association. Membership is free. Register online at www.browardalumni.com and learn more about the benefits of being a member of the Broward College alumni family.

Congratulations.

Sincerely,



Willie J. Alexander Jr.
Associate Vice President for Student Affairs
College Registrar

What Is Graduation?

All graduation requirements as outlined in the College Catalog must be met before a student can graduate from Broward College. This includes a minimum GPA of 2.0 and completing all required courses with the minimum passing grade.

Broward College graduates students four times a year: May, June, August, and December.

Please see your academic advisor for more information on your eligibility to graduate.

What Is the Commencement Ceremony?

Broward College hosts two commencement ceremonies each year. The Fall semester ceremony is held in December; the Winter semester ceremony is held in May.

Students may not participate in the Commencement Ceremony unless all graduation requirements are met during the term of the ceremony.

Summer graduates may participate in the Fall semester ceremony.

How to Apply for Graduation

When you register for your last term of courses, it's time to apply for graduation!

*Not sure you're
ready to
graduate?*

- **Speak with your advisor *or***
- **Log on to your MyBC account and review your Degree Audit.**

Viewing Your Degree Audit:

Your degree audit is a list of all of the requirements for your chosen program of study, including lists of courses that will fulfill each required area. It will indicate which of the courses you have taken satisfy program requirements and which program requirements are still unsatisfied. You can either make an appointment to see an advisor or counselor to review your degree audit or access your degree audit online.

Verify Name and Mailing Address

- How to Apply using the Online Graduation Application
- Log into your MyBC account found at www.broward.edu.
- Under the Advising tab, click on Graduation Application. Select your major, and then select Apply for Graduation.
- **Verify the name** as it will appear on your diploma.
- **Verify the address** your diploma will be mailed to.
- Purchase your cap and gown at any Broward College bookstore.
- Satisfy all financial obligations. Broward College will not release diplomas or transcripts until all financial obligations to the College are resolved.
- Submit all official transcripts for any classes taken at another institution while attending Broward College. All final grades must be posted on the transcripts.

Decorum & Protocol

The Commencement ceremony is a most dignified event. Decorum and courtesy are very important for graduates and guests.

- Turn off cell phones and beepers for the ceremony.
- Wear cap throughout entire ceremony.
- Men should remove their caps for the National Anthem.
- No air horns, balloons, bubbles, beach balls, or similar items are allowed in the ceremony. The use of noisemakers may be intended to show one person's pride in a graduate, but it can also ruin the chance for another family to hear the name of their graduate announced. We appreciate your cooperation!
- No children allowed to be seated with graduates
- No unsupervised children in the guest seating area
- Be aware of the shoes you wear as graduates will go up and down stairs during the ceremony.

All graduates are expected to stay for the entire ceremony. Please plan for an approximate 2 1/2 hour program.

Regalia

Graduates from the Bachelors program wear **black gowns**.

Bachelors

Graduates from any associate or certificate program wears **blue gowns**.

Associates
& Certificates

Winter Commencement Ceremony Details

| Winter Commencement Ceremony details | |
|--|---|
| Date: | Saturday, May 4, 2013 |
| Program Time/ Processional begins | 10 a.m. |
| Graduates' Arrival Time | 8:00 a.m. |
| Location | Broward County Convention Center 1950 Eisenhower Blvd. Fort Lauderdale, Florida 33316 Directions to the Broward Convention Center can be found at www.ftlauderdalecc.com/broward-directions.htm |
| Entrance to Port | The Port Authority will require photo ID from each passenger in the car. Driver's license, State ID or passport is preferred. |
| Parking | \$6 General Parking http://www.ftlauderdalecc.com/convention-center-parking-rates.htm |
| Tickets | No tickets are required for admittance. |

| | |
|---|---|
| Regalia/Dress | Cap-n-gowns may be purchased at any Broward College Bookstore. Graduates will be in full academic regalia (cap, gown, and tassel). Men: dress shirt, pants, shoes and tie. Women: dress tops, bottoms, and shoes. Personal belongings such as purses, keys, etc. must be secured with a friend or family member. |
| Last date to apply for Graduation with name in commencement program. | Friday, April 5, 2013 |
| Photographs | Graduation photographs will be taken the day of the ceremony. The photographer will contact graduates with special photo packages that can be purchased. |
| Diplomas | Diplomas are printed and mailed 8 weeks after the graduation ceremony pending all requirements for graduation are met. The address listed on your Graduation Application and/or in your MyBC student account will be used. Be sure it's accurate! |
| Disability-related Accommodations | Guests needing special accommodations such as wheelchair accessibility and sign language should call the Graduation Office at 954-201-7478 to make arrangements at least seven days prior to the graduation ceremony. |

Event Security

Graduates and guests should be prepared for security checks upon entry to the Broward Convention Center. Security measures may include:

- Increased security presence both inside and outside
- Presenting a picture ID upon entry
- Wanding of our guests or metal detection
- Inspection of all small handbags and purses
- Security reserves the right to conduct "Pat Down" searches as National-Security elevates and prohibit large bags, duffel bags, or anything larger than a shoe box to enter the building.