February 24, 2015

Dear Graduate:

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 Commencement Committee, I welcome you and your guests to the Commencement Ceremony on **Tuesday, May 5, 2015**.

The Commencement Ceremony will be held at the BB&T Center located at 1 Panther Pkwy, Sunrise, FL 33323 at 3 p.m. **Graduates should arrive at 1:00 p.m.**

The commencement ceremony is a ticketed event. Upon purchase of your cap and gown, each graduate will receive **five (5) tickets** for their guests. Seating is limited. Guests may not enter without a ticket. Tickets can only be retrieved from the campus bookstore.

Broward College has updated its **cap and gown** to a new fabric and color. All graduates are required to attend the ceremony in the updated caps and gowns.

The Commencement Ceremony will also broadcast live via the web. Family and friends anywhere in the world may log on to www.broward.edu and click the **webcast** link to watch.

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

**DEADLINE**

Purchase Cap & Gown and Tickets
Friday, May 1, 2015
Location & Time

BB&T Center
1 Panther Pkwy,
Sunrise, FL 33323

Tuesday, May 5, 2015
Time: 3 p.m.
Graduate Check-time: 1:00 p.m.
Ceremony Begins: 3 p.m.

Parking

Parking Rates: Free

General Parking enters through Gates 1, 2, 3, & 7.

Update Name and Address on Diploma
Deadline: Friday, April 24, 2015

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

DIPLOMAS: Students will receive a diploma cover at the ceremony. After graduation requirements are certified, the official diploma or certificate will be printed and mailed 6-8 weeks after the ceremony.

SPECIAL NEEDS: Graduates with special needs should contact the Graduation Specialist at (954) 201-7478 no later than two weeks prior to the graduation ceremony.

REGALIA/DRESS: Obtain graduation regalia, cap, gown and tassel at a BC bookstore ($38.99 plus tax). Sizes larger than 3X are special ordered and takes up to two weeks to receive. Phi Theta Kappa students can obtain gold tassels and stoles directly from the Phi Theta Kappa website. Honors Institute Cords will be distributed on site prior to the beginning of the ceremony.
Regalia

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

Graduates from any associate or certificate program wear **BLUE** gowns.

Decorum & Protocol

**All graduates are required to stay for the entire ceremony.** Please plan for an approximate two (2) hour program. The Commencement ceremony is a most dignified event. Decorum and courtesy are very important for graduates and guests.

- All graduates must remain seated until the end of the ceremony.
- Turn off cell phones for the ceremony.
- Wear cap throughout the 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.
- No children are allowed to be seated with graduates.
- No unsupervised children are allowed in the guest seating area.
- Be aware of the shoes you wear as graduates will go up and down stairs during the ceremony.
- Leave personal belongings with guests before proceeding to check-in.

Photographs

Individuals taking photographs are asked not to block the aisle or the vision of guests, or interfere with the routes of the graduates. Commercial photographs of each graduate will be taken by Grad Images. Free proofs will be provided by mail or email within one week.

Checklist

- Bachelors’ graduates wear **black cap-n-gowns**.
- Associate and certificate graduates wear **blue cap-n-gowns**.
- Pick-up five tickets for guests
- If needed, make requests for special accommodations at 954-201-7478