



## Commencement Frequently Asked Questions

### ***When is graduation?***

This year's annual ceremony is on Saturday May 4, 2019. The processional begins at 9:45 am. Depending on the number of participating graduates, the ceremony itself typically lasts just under two hours.

### ***Where is commencement held?***

Commencement is held on campus at 11301 Springfield Road in Laurel under a large tent on the lawn, rain or shine. Please see our website for specific directions to campus at <https://www.capttechu.edu/about-capitol/visitors-campus>. A list of local hotel options is also available at this link.

### ***How do I know if I'm cleared to graduate?***

You must have already applied for graduation with the Office of Registration and Records which yields an official degree audit listing your remaining coursework. Students are responsible for the terms and conditions listed on the application as well as the policies of Capitol Technology University. In addition, we urge all students to clear financial obligations with the business office, financial aid, residence life, and the library before April 15<sup>th</sup>. Summer degree candidates must be registered for all of their remaining courses by April 15<sup>th</sup> in order to participate in the commencement ceremony.

### ***What should I wear?***

Commencement is a proud, formal occasion. We encourage graduates and guests to dress accordingly; however, please make sure you are dressed appropriately for the weather.

### ***Are children allowed to attend the ceremony?***

We welcome children to attend this important event. We do ask that they are prepared to participate as an audience member and that they are supervised at all times.

### ***What time should I arrive on campus and where do I go once I get there?***

Students check in at 8:00 am in the Avrum Gudelsky Memorial Auditorium located on the far south side of campus. Signs will be posted to assist students arriving on campus for the first time. Many invited guests arrive by 9:00 am to secure parking and seats for the ceremony.

### ***Do my guests need tickets?***

No. The ceremony is outside in an open area but seating under the tent is limited.

### ***What if I need special assistance for the ceremony?***

Please contact the Dean of Students at [deanofstudents@capttechu.edu](mailto:deanofstudents@capttechu.edu) or 240-965-2490 as soon as possible. Students or guests with disability parking needs will be directed to appropriate parking upon entering campus.

***Are there any events on campus before and after commencement?***

Please join us for refreshments with our newest alumni and their families on Friday May 3, 2019 from 5 pm to 8 pm outside of the McGowan Academic Center. Please RSVP to the Office of Advancement if you plan to attend.

Family, friends, and guests are welcome to remain on the campus following the ceremony. This is a great time to mingle with classmates, faculty and staff.

***Where should I park?***

Parking will be available on campus. There will be additional directions as you enter campus that morning.

***What should I bring?***

All students participating in commencement must wear their regalia (cap, gown and hood) and have photo IDs to check in and receive their diplomas. (Please note only May graduates will receive diplomas at this time). No food or drink is allowed in the auditorium.

***Where do I pick up my regalia?***

Regalia will be available for pickup in the Office of Registration and Records in A208 beginning at 10:00 am Monday April 22<sup>nd</sup> through 2 pm Friday May 3<sup>rd</sup>. You must show photo ID during pick up.

If you are unable to pick up your regalia prior to commencement, your regalia will be issued to you the morning of commencement. Please make it a priority to pick up your regalia before Friday, May 3<sup>rd</sup> as commencement morning does not provide much time to issue regalia.

***Will there be a professional photographer available?***

Yes. A photographer will take class photos in the auditorium prior to the ceremony and individual photos as you walk across the stage. You should receive information regarding ordering prints in late May.

***When will I get my diploma?***

If you have completed all of your graduation requirements and have no holds from the business office, the financial aid office, residence life or the library you will be able to pick up your diploma immediately after the commencement ceremony. You must have photo ID. Master's degree diploma pick up is in room 244/245, Bachelor of Science/Associate in Applied Science diploma pick up is in room 266. Doctoral students will pick up their diplomas in the Dean's Suite, room 215. Summer term students – diplomas will be mailed to you by September 30<sup>th</sup>.

If you indicated that you did not plan to attend the commencement ceremony on your application for graduation, diplomas will be mailed the week following the commencement ceremony for spring graduates, by September 30<sup>th</sup> for summer graduates and were mailed back in January for fall graduates.

***How can I purchase Capitol Technology University gear?***

Capitol Technology University gear will be available for sale on campus the day of the commencement ceremony.

***Is there any additional information?***

Please make sure to read all graduation information on the MyCapitol portal. If you have any additional questions, contact the Office of Registration and Records.