

PLEASE READ THIS LETTER ABOUT COMMENCEMENT CAREFULLY  
AND SAVE FOR GRADUATION DAY INSTRUCTIONS!

TO: CAPITAL COMMUNITY COLLEGE GRADUATES

FROM: Doris B. Arrington, Dean of Student Services/  
Commencement Marshal

Our sincere congratulations to the Class of 2007!

The 60th annual Commencement Exercises of the College will take place on Thursday, May 31, 2007 at 6:00 p.m. at the CT Convention Center, 100 Columbus Boulevard, Hartford, CT. Our Commencement Speaker will be Dr. Patrick Nickoletti, Professor of Psychology at Saint Joseph College.

Please be sure you have paid your Commencement Fee to the Business Office or you will not be permitted to graduate.

INVITATIONS

Each Graduate may have up to four (4) tickets/invitations. Tickets/invitations may be picked in the Dean of Student Services Office, Room 212 on the following days:

Monday, May 14	9:00 am - 6:00 pm
Tuesday, May 15	9:00 am - 6:00 pm
Wednesday, May 16	9:00 am - 5:00 pm
Thursday, May 17	9:00 am - 5:00 pm
Friday, May 18	9:00 am - 1:00 pm
Monday, May 21	9:00 am - 6:00 pm
Tuesday, May 22	9:00 am - 6:00 pm
Wednesday, May 23	9:00 am - 5:00 pm
Thursday, May 24	9:00 am - 5:00 pm

Please ask guests to arrive early as it takes time to get from the Parking Garage to the Convention Center. Also, guests should remain in their seats once the program starts, and refrain from talking and using cell phones.

### CAPS and GOWNS

Caps and Gowns (which are keepsakes for the graduate) may be picked up in the CCC Bookstore, 7th Floor on the following days:

Monday, May 14	9:00 am - 6:00 pm
Tuesday, May 15	9:00 am - 6:00 pm
Wednesday, May 16	9:00 am - 5:00 pm
Thursday, May 17	9:00 am - 5:00 pm
Friday, May 18	9:00 am - 1:00 pm
Monday, May 21	9:00 am - 6:00 pm
Tuesday, May 22	9:00 am - 5:00 pm
Wednesday, May 23	9:00 am - 5:00 pm
Thursday, May 24	9:00 am - 5:00 pm

For information on additional Bookstore hours, call (860) 525-5956.

### PARKING

Parking will be available free of charge in the Morgan Street Parking Garage. You are on your own if you wish to park at the CT Convention Center or other parking garages in Hartford.

### PHOTOGRAPHS

A professional photographic service will photograph each graduate on stage as the diploma cover is presented. A free color proof of that picture will be sent to you with information about ordering enlargements. If you decide not to order any pictures, the proof is yours to keep without any obligation.

### PROCESSING AND SEATING

Arriving at the CT Convention Center you will enter through the Columbus Boulevard entrance. Graduates should arrive at the Convention Center promptly at 4:45 p.m. and report to the Grand Ballroom on the 3<sup>rd</sup> level to change into academic attire and find their place in the procession line. Graduates will be directed by the Student Marshals to their line-up location (alphabetical order

according to degree in two rows). The graduates will follow the Student Marshals to their seats and will remain standing until the Professional Staff and the Platform Party are at their seats. ALL WILL BE SEATED AT THE SIGNAL OF FACULTY MARSHAL.

Graduates will wear their cap tassels on the right side of their cap until Dr. Calvin E. Woodland, President of Capital Community College, has completed his statement conferring the degrees, whereupon the tassels are to be switched to the left side of the cap.

Diploma covers will be given to graduates who will proceed across the stage as their names are called (PLEASE PAUSE AS THE PHOTOGRAPHER WILL BE TAKING YOUR PICTURE).

IMPORTANT! During the ceremony there should be no talking or leaving your seat. TURN OFF CELL PHONES.

If your name is often mispronounced, please contact the Academic Dean, Mary Ann Affleck at (860) 906-5011 or Room 1026; before May 18, to inform her of the proper pronunciation.

A Commencement Reception provided by the College will be held immediately following the Commencement Program in the lobby outside the Grand Ballroom. ALL ARE WELCOME!

Please contact my office at (860) 906-5086, if you have any questions. I look forward to sharing this auspicious occasion with you and your guests!