

BROWARD COLLEGE

COMMENCEMENT CEREMONY GUIDE

LOCATION & PARKING

BB&T Center
1 Panther Parkway
Sunrise, FL 33323

Parking is a flat fee of \$5.00 per vehicle in all of the general lots.
Debit/credit card only.
Cash WILL NOT be accepted.

IMPORTANT TIMES

Student Arrival	9:00 a.m.
Photos with the College President	9:15 a.m.
Guests seated	10:00 a.m.
Commencement starts	11:00 a.m.

ONCE YOU ARRIVE

Graduates and guests should enter through the main entrance on the south side of the arena. Students will be directed to the check-in area. Guests may enter and be seated inside the arena.

CHECK TO MAKE SURE YOU ARE READY TO GRADUATE

1. Visit www.broward.edu and log in to your myBC account.
 - Under “Advising,” click on “Graduation Application.”
 - Select your major, and then select “Apply for Graduation.”
 - Verify the name and address for your diploma.
2. Purchase your cap and gown at any Broward College campus bookstore.
3. Submit all official transcripts for any classes taken at other institutions while attending Broward College. All final grades must be posted on the transcripts.
4. Satisfy all financial obligations. Broward College will not release diplomas or transcripts until all financial obligations to the College are resolved.

IF YOU ARE STILL UNSURE, SPEAK WITH YOUR ADVISOR!

DIPLOMAS

Please update any name or address changes to ensure your diploma is printed correctly. When graduation requirements are certified, the official diploma or certificate will be printed and mailed 6-8 weeks post-commencement.

PLAQUES

Students can purchase an official diploma plaque at www.americanregistry.com/bc. Diploma plaques are 14”x12”, high-gloss, walnut finish. The cost is \$99.

DISABILITY SERVICES ACCOMMODATIONS

Graduates with special needs requests should contact Carlos Parra at (954) 201-6040 or cparra@broward.edu *at least two weeks prior to the graduation ceremony.*



REGALIA/DRESS

Graduation regalia, cap, gown and tassel cost \$38.99 (plus tax). Sizes larger than 3X must be special ordered and may take up to two weeks to arrive:

- Bachelor's graduates wear BLACK gowns
- Associate or certificate graduates wear BLUE gowns

Phi Theta Kappa students can obtain gold tassels and stoles directly from the Phi Theta Kappa website.

Honors College cords will be distributed on site prior to the beginning of the ceremony.

Veterans Medals will be provided on site by members of the Office of Veterans Services.

DECORUM & PROTOCOL

The commencement ceremony is a dignified event. Decorum and courtesy are very important for graduates and guests. *All graduates are required to stay for the entire ceremony.*

All graduates must observe the following guidelines:

- Plan for a two (2) hour program.
- Remain seated until the end of the ceremony.
- Please silence cell phones.
- Wear cap and gown throughout the entire ceremony.
- No backpacks, backpack purses, drawstring bags, or waist packs.
- No purses or bags larger than 12"x12".
- No air horns, balloons, bubbles, beach balls, or similar items are allowed in the ceremony. These items are distracting to other guests and may prevent other families from hearing their student's name.
- No children are allowed to be seated with graduates.
- No unsupervised children are allowed in the guest seating area.

PHOTOGRAPHS

Individuals taking photographs are asked not to block the aisle, the line of sight for other guests, or interfere with the procession of our graduates. Commercial photographs of each graduate will be taken by GradImages, and free proofs will be provided by mail or email within one week to the contact information you provide. If you select to have proofs mailed to your home address, it may take up to two weeks.

Photos taken with the College President will be placed on the official Broward College Flickr account: www.flickr.com/browardcollege.

CHECKLIST

- Bachelor's graduates wear BLACK cap and gowns.
- Associate and Certificate graduates wear BLUE cap and gowns.
- If needed, make requests for special accommodations to *Carlos Parra at (954) 201-6040*.
- Make sure you are ready to graduate by checking *myBC*.
- Stay until the very end of the ceremony for the Graduation Party!*

PUBLIC NOTICE | Photos and videos taken during this event may be used for promotional material. Participation confirms your consent to and authorization of the use and reproduction by Broward College or anyone authorized by Broward College of any and all photographs taken of registrant in all forms and media and for any purpose whatsoever without further consideration.

