



Congratulations to LCC's Class of 2014 !!

Rehearsal

Friday, May 9, 2014 at 2 p.m.

Processional Line-up

Saturday, May 10, 2014 at 9 a.m.

Ceremony

Saturday, May 10, 2014 at 10 a.m.

General Studies (West Lawn) - LCC Main Campus

Contact

Office of the Registrar at 505.454.2548

[CLICK here for additional important information.....](#)

Luna Community College 2014 Commencement Ceremony General Information

Eligibility and Participation: Fall 2013 graduates, Spring 2014 graduation candidates and Summer 2014 graduation candidates are eligible to participate in LCC's 2014 Commencement Ceremony. Official candidates meeting all eligibility requirements will receive a formal letter of invitation to participate in the ceremony from the Office of the Registrar once they submit a Petition to Graduate and receive an official review of their Degree Audit/PASSport to ensure graduation by the end of Summer 2014. Spring and Summer 2014 graduation candidates planning to participate in the May 10th Commencement Ceremony are required to meet with the Registrar no later than April 11, 2014. Stop by the Office of the Registrar or call 505.454.2548 to schedule an appointment. Please note that Summer 2014 graduation candidates planning to participate in the May 10th Commencement Ceremony must also pre-register for their final Summer 2014 coursework by April 25, 2014. **Summer 2014 candidates not pre-registered for their final coursework by April 25th will not be eligible to participate in the ceremony.**

Intent to Participate in Commencement Ceremony: Due to limited seating in the venue, graduation candidates must notify the Office of the Registrar no later than April 11, 2014 of their intent to participate in the commencement ceremony so we may have accurate count of participants. Intent to Participate forms have been provided to each candidate by the Office of the Registrar. **Candidates not returning this form to the Office of the Registrar by the above deadline will be considered as not participating, will be reflected in the program as graduating *in absentia* and will not have a reserved seat.**

Cap, Gown and Announcements: Cap, gown and announcements are now available for purchase at the LCC Book Store. [CLICK here for additional information on prices and announcement packages.](#) ALL students participating in the ceremony must wear the appropriate graduation regalia. Appropriate regalia is a teal gown, teal cap and a teal/silver tassel and may NOT be altered, modified or decorated in any way. Gowns should be ironed or steamed before the ceremony and should be worn over dark clothing if possible. The tassel should hang down the RIGHT side of the mortarboard.

Graduation Venue: Graduation will take place in the big white tent in front of the General Studies Building on Saturday, May 10, 2014 at 10 a.m. Ushers will be available to assist in directing all guests, family members and dignitaries to designated seating areas. We enjoy having children at the ceremony, but we ask that they be under adult supervision at all times. This allows others to hear and enjoy the ceremony. At the conclusion of the ceremony, the recessional, followed by all guests, will exit to the side lawn between the tent and the Learning Resource Center.

Graduation Practice: Graduation practice will take place in the tent in front of the General Studies Building on Friday, May 9, 2014 at 2 p.m.

Arrival Time: Line-up for the processional will begin at 9 a.m. in the hallway in the General Studies Building (south entrance). Letters A-Z will be located throughout the hallway corresponding to last name to indicate each candidate's general place in line. LCC staff will be on hand to ensure all candidates are in the proper order. **Please be on time, as commencement will begin promptly at 10 a.m.** Anyone who arrives after 9:35 a.m. should not expect to participate in the Processional in the proper order of march. Chairs will be available to sit on while waiting for the ceremony to begin.

Processional/Order of March: Faculty marshals will lead the processional out of the south entrance of the General Studies Building along the cement walkway. The processional will proceed west alongside the LRC and into the front entrance of the tent.

Honor Graduates: Students graduating ***summa cum laude*** and participating in the ceremony will receive an academic medallion during line-up. Academic medallions are the only decoration permitted on cap and gown with the exception of graduates who are members of *phi theta kappa*. PTK members will be allowed to wear the gold PTK honor stole. [CLICK here for additional information.](#) Other graduates recognized at the ceremony for their academic achievements will be ALL-USA Scholars and the student of the semester for FA13 and SP14.

Please note that honor status.....*summa cum laude*, *magna cum laude* and *cum laude* will be recalculated based on final grades and final cumulative gpa at the time degrees and/or certificates are officially approved and posted by the Office of the Registrar. Therefore, honor status of some students may change from what is noted in the graduation program and announced at the ceremony. Additionally, final honor status will be reflected on the diploma once printed by the Office of the Registrar.

Name Cards: Cards with each candidate's name, diploma type, major and honor status will be issued both at graduation rehearsal and on graduation morning. At graduation rehearsal it is imperative that each candidate review their card and immediately report any discrepancies to Johnathan Ortiz, Francine Crespin or Margaret Leyba. Hold onto the card issued graduation morning as candidates will present the card to the reader to announce and recognize each candidate individually.

Diploma Covers: Only graduates participating in the ceremony will receive a diploma cover.

Presentation of Colors: All male graduation candidates must remove their cap for the Presentation of the Colors and singing of the National Anthem and leave them off until the conclusion of the Commencement address.

Graduation Clearance Forms: Graduation Clearance Forms will be mailed to all Spring 2014 graduation candidates on May 2, 2014. Clearance forms are due to the Office of the Registrar no later than May 9, 2014 at 5 p.m. Fall 2013 graduates completed the clearance process in December and nothing further is required. Candidates not officially graduating until the end of the 2014 Summer session will be required to complete the clearance process the last week of July. The Office of the Registrar will mail forms to candidates at the appropriate time for completion. During the clearance process, graduates will be assessed the required \$15 fee for each degree or certificate. Failure to submit the Graduation Clearance Form by the established deadline **will cause a delay** in the final processing, posting and mailing of each individual student's diploma including authorization of State Board testing for Nursing and Cosmetology students.

Final Grades: Final grades will be available for viewing/printing on LCC's PATHWAYS website on May 15th for Spring 2014 and July 30th for Summer 2014. Grades are no longer mailed to students. Notify the Office of the Registrar as soon as possible if there is an issue with final grades.

Mailing of Diplomas: Diplomas are not issued at the commencement ceremony. Diplomas will be mailed approximately 6-8 weeks after graduation to the address indicated on each student's Petition to Graduate. Contact the Office of the Registrar with any address change no later than May 30th. Diplomas for SU14 graduates will be mailed in late August. Diplomas for FA13 graduates were mailed in January 2014.

Release of Certifications to NM Board of Barbers and Cosmetologists (NMBBC): Barbering and Cosmetology students must submit the required forms and paperwork to the Office of the Registrar for individual certifications to be released to the NMBBC. It is imperative that graduates meet with Germaine Sandoval to complete all required forms. NMBBC paperwork should be submitted to Johnathan Ortiz, Registrar, no later than May 16, 2014. Once all final grades are officially posted, degree audits reviewed, 1200/1600 clock hours documented, and final processing and posting of graduation to academic transcripts is complete, the necessary documents will be mailed to each graduate for submission to the NMBBC.

Release of Certifications to Board of Nursing: The release of **Certifications of Eligibility for Graduation of Nursing Program** to the Board of Nursing will take place after all final grades are officially posted, degree audits reviewed, ATI Predictor Assessment scores verified at 94% probability or higher of passing state boards, degrees/certificates conferred and final posting of graduation to academic transcripts is complete. This process normally takes about 4 weeks from the date the semester is over. For LPN students, this will take about 5-6 weeks due to the required Role Transition class taking place in May.

For all nursing students, the Office of the Registrar will automatically send the required certification to the **New Mexico Board of Nursing ONLY**. There is no need to order a transcript or submit a form for processing. Graduates applying for licensure in another state will need to submit the proper state required form(s) to the Office of the Registrar for completion and mailing. A copy of the completed certification will be mailed to each student for their records at the time diplomas are mailed.

NURSING GRADUATES WILL NOT BE ABLE TO TAKE THE NCLEX EXAM UNTIL THE NEW MEXICO BOARD OF NURSING RECEIVES AN OFFICIAL NOTIFICATION OF GRADUATION FROM LUNA COMMUNITY COLLEGE'S REGISTRAR'S OFFICE.

Inclusion in Graduation Program: Inclusion in the printed graduation program is presumptive, but not conclusive evidence of graduation. The actual conferral of the degree or certificate will coincide with the completion of all degree and certificate requirements of LCC officially determined by the Office of the Registrar.

Parking: LCC Security will be on hand to assist with parking. Guests may park in any of the many parking spaces available on campus with the exception of any areas marked reserved. Designated handicapped parking areas are available for anyone with an official handicapped tag.

Flowers: *Phi Theta Kappa* Honor Society will have flowers available for purchase at the ceremony.

Picture Taking: The audience may not enter the graduate-seating or stage areas at any time during the ceremony. Family members and guests are requested to remain in their seats, relax and enjoy the ceremony.



The LCC Bookstore is now accepting orders
for Cap, Gown and Announcements
for Commencement 2014!!!

Deadline to place your order !!

CAP, GOWN AND TASSEL ORDERS MUST BE PLACED BY **MARCH 28, 2014**
ANNOUNCEMENT ORDERS MUST BE PLACED BY **APRIL 11, 2014**

CAP, GOWN AND 2014 TASSEL – \$28.00
2014 TASSEL ONLY – \$6.00

ANNOUNCEMENT PACKAGE A

10 Announcements and 10 Thank You Cards
\$15.00

ANNOUNCEMENT PACKAGE B

25 Announcements and 25 Thank You Cards
\$30.00

ANNOUNCEMENT PACKAGE C

40 Announcements and 40 Thank You Cards
\$45.00

To place your order or for more information stop by
the LCC Bookstore. You may also call
505.454.2569 or 800.588.7232.



PHI THETA KAPPA MEMBERS ONLY !!!

If you are a member of Phi Theta Kappa (PTK) and would like to graduate wearing the PTK honor stole at LCC's May 10, 2014 graduation ceremony as part of your graduation regalia, please contact the Department of Humanities and Cindy Armijo to place your order. The cost of the honor stole is approximately \$25 and is in addition to the cost of the cap and gown that is purchased separately at LCC's Book Store.

For deadlines and further ordering information, Contact Cindy Armijo at 505.454.2558 or at the Department of Humanities at 505.454.2570.