



## ***READY, SET, GRADUATE: YOUR ROADMAP TO COMMENCEMENT DAY***

All students anticipating graduation Spring 2025 should apply by March 15, 2025, to allow proper time to be evaluated for completion. All students who will be within 9 hours of graduation and anticipate completion should apply as well if you would like to participate in the Spring 2025 graduation ceremony. However, if you are applying and within 9 hours, please DO NOT purchase your diploma until you have completed all the required coursework.

## Commencement Ceremony

**Tuesday, May 13, 2025 • 10:00 am CST**

**Betty Carol Graham Technology Center • Multi-Purpose Room • Alexander City Campus**

- There will be no graduation rehearsal this year.
- The official ceremony line-up on graduation day will be **at 8:00 a.m.** on the second floor of the Betty Carol Graham Technology Center. Please note that because we are not having a rehearsal this year you must be on time for logistical instructions for the commencement ceremony. ***Please arrive on time to ensure your participation in the graduation ceremony. Kindly note, doors for family members will open promptly at 9:00 a.m.***

## Eligibility for Degrees and Certificates

- The following requirements must be met for participation in the graduation ceremony or to graduate:
  - Cumulative grade point average of 2.00 or above on completed coursework.
  - Fulfillment of all financial obligations with the College.
  - Official transcripts from all other colleges attended must be on file in the Office of Enrollment Services.
  - One fourth of all coursework must have been completed at Central Alabama Community College.

## Disability Access

- If you or a family member have a disability and are requesting reasonable accommodations for the graduation ceremony, please contact Leslie Mitchell, ADA Coordinator, at 256-378-2003 or e-mail [lmitchell@cacc.edu](mailto:lmitchell@cacc.edu) prior to May 1st.

## Graduation with Honors

- Graduates who have earned a 3.5 average or above on all coursework (excluding developmental) attempted at Central Alabama will be given special recognition.

- One fourth of all coursework must have been completed at Central Alabama Community College.

## Scholarships

- If you have received a scholarship from a college or university, and wish to have it acknowledged at graduation, **you must submit documentation to Student Services at [student-services@cacc.edu](mailto:student-services@cacc.edu) no later than May 1<sup>st</sup>.** You may call (256) 215-4303 if you have any questions.

## Proper Etiquette for Commencement

### Regalia and Attire

- If you plan to participate in the upcoming graduation ceremony, please complete the order form using the link provided beginning March 17, 2025:  
[www.gradsupply.com/cacc](http://www.gradsupply.com/cacc)
- **Cost:** \$63.98  
**Order Deadline:** April 18, 2025  
*Please note, after this date, you will no longer be able to secure a cap and gown, so make sure to place your order on time.*
- **How will I receive my regalia?**  
You have two options:
  1. Pick up from the Bookstore on the Alexander City campus between May 2 and May 12, 2025.
  2. Pick up on-site before graduation (note: this option is not recommended).
- To preserve the integrity of the graduation ceremony, and maintain proper etiquette, please note that the following guidelines are highly recommended:
  - It is recommended that men wear white or light-colored dress shirts, dark colored tie, dark trousers, and dark shoes.
  - Shoes are required.
  - Jeans, shorts, sandals and tennis shoes are not permitted. Slides, flip-flops, clogs, and sunglasses are not appropriate attire for graduation. Please wear dress shoes that will allow you to stand and walk comfortably.
  - **Decorated caps are not allowed.**
  - The cap is worn FLAT on the head. Tassels are worn on the right side until the graduates receive their diplomas. Men should remove caps during the prayers and national anthem.
  - It is recommended that women wear dark dresses or dark slacks or skirts with light colored blouses and dark shoes. The cap is worn FLAT against the head, not tilted to the back or to the side. Tassels are worn on the right side until graduates receive their diplomas.
  - Jewelry such as earrings, necklaces, and bracelets should be kept to a minimum with academic regalia. Purses may not be carried in the processional.
  - Please do not chew gum or candy during the ceremony and place cell phones on silent mode prior to the lineup.

### Diplomas

- Diploma covers will be presented to you as you cross the stage. These covers must be returned to Student Services personnel as you exit the ceremony.

- Official diplomas will be issued digitally through Parchment and a printed diploma will be mailed to the address listed in your student account once your grades are verified, degree requirements are completed, and payment has been received. Each diploma costs \$25.00.
- For **Spring 2025 graduates only**, you may place an order via your MyCACC student portal between April 1<sup>st</sup> and April 30<sup>th</sup> using the instructions below:
  - To make an online payment with a credit card, log in to your MyCACC student portal and click the "Students" card.
  - Select "View Account/Make Payment."
  - Complete the onboarding screen or skip it to complete later.
  - Next, click "Make Payment" and choose your degree options under "Additional Items" (see sample below).

<b>Diploma Fee -AA/AAS/AAS/ADT</b>	Payment due now	\$25.00	-	0	+	\$0.00
Do not make this payment prior to submitting an Application for Graduation and receiving an email stating that you are on target to graduate for that semester. Please remember that there are no refunds.						
<b>Certificate Fee</b>	Payment due now	\$25.00	-	0	+	\$0.00
Do not make this payment prior to submitting an Application for Graduation and receiving an email stating that you are on target to graduate for that semester. Please remember that there are no refunds.						
<b>Short-term Certificate Fee</b>	Payment due now	\$25.00	-	0	+	\$0.00
Do not make this payment prior to submitting an Application for Graduation and receiving an email stating that you are on target to graduate for that semester. Click on this link <a href="#">Short-term Certificate Order Form</a> to select all short-term certificates you are paying for. Be sure the quantity number in cart matches your order form. Please remember that there are no refunds.						
<b>Additional Item Total</b>						\$0.00
<b>Payment Total</b>						\$0.00
<a href="#">Continue</a>						

- *This fee is non-refundable but will be applied to your student account for future use if order through your MyCACC student portal.* If you are unsure about your degree status, please wait until it is confirmed and place your order via Parchment.
- After April 30th, if you have not ordered your diploma, you will need to create a Parchment account to do so. All prior semester graduates need to order via Parchment. [Parchment Diploma Ordering](#)
  - If your address has changed, please contact Student Services at [student-services@cacc.edu](mailto:student-services@cacc.edu). *Please do not submit an address change unless your address is incorrect on your account.*
  - If you would like a frame for your diploma these will be available at the graduation ceremony (cash only) or via the CACC bookstore at <https://cacc.bncollege.com/>.

## Transcripts

Please wait a minimum of ten business days after grades are due before ordering your transcripts to be sure that grades and degrees have been posted **OR** be sure to select “Hold until grades posted” or “Hold until degree posted” when ordering your transcript.

## Invitations and Announcements

Custom invitations and announcements can be ordered through any service provider of your choice.

## Official Photographer

TBA

## Live Broadcast

Commencement will be live streamed at [www.cacc.edu](http://www.cacc.edu) and across CACC social media.

*Go Trojans!*