

- DALEY
- HAROLD WASHINGTON
- KENNEDY-KING
- MALCOLM X
- OLIVE-HARVEY
- TRUMAN
- WRIGHT

GRADUATION

2018

ORIENTATION

[ccc.edu/graduation](http://ccc.edu/graduation)

## Congratulations, Class of 2018!

We are pleased to host you and your guests at the **2018 CCC Commencement Ceremony** on Saturday, May 5, 2018 at the Wintrust Arena located at 200 E. Cermak Road, Chicago, IL 60616.

We have two ceremonies on that day. The morning ceremony—celebrating the accomplishments of students from Harold Washington College, Kennedy-King College, Olive-Harvey College, and Harry S Truman College—begins at 9:30am. The afternoon ceremony—celebrating the accomplishments of students from Richard J. Daley College, Malcolm X College, and Wilbur Wright College—begins at 2:30pm. Each ceremony is expected to last approximately two hours.

Graduates must arrive at the Wintrust Arena **no later than half an hour** before the start of their ceremony and **be seated in their designated seating 15 minutes before** the start of their ceremony. Late arrivals will be seated once the platform guests have been seated.

Make sure you arrive with your cap, gown, and tassel (and honor cords, veteran cords, or PTK stoles, if applicable) to complete the check-in process. Doors will open one hour before the start of the ceremony for general seating—8:30am for morning ceremony and 1:30pm for afternoon ceremony. Each graduate will receive a graduate ticket that will give them access to the Wintrust Arena and an allotted number of guest tickets. **Do NOT forget your graduate ticket**, or you will not be admitted into the arena, no exceptions. **All guests**, including children one year of age and older, must have a ticket to enter the Wintrust Arena.

If you are unable to pick up your tickets before Saturday, May 5, please make arrangements with your College Registrar before Monday, April 30, to have your tickets left at the Wintrust Arena Will Call window (located along Cermak Road). Registrar contact information can be found at [www.ccc.edu/registrar](http://www.ccc.edu/registrar).

You will find the following information in this packet:

- Cap and gown information
- Arrival information
- Check-in and seating information
- Ceremony details
- Special accommodation arrangements
- Photography and videotaping
- Parking information

Please review this information carefully and save it for reference. It is very important that you understand and follow the plan for the day.

If you have questions regarding the **2018 CCC Commencement Ceremony**, please visit your College Registrar's office, refer to the Commencement website at [www.ccc.edu/graduation](http://www.ccc.edu/graduation), or send an email to [commencement@ccc.edu](mailto:commencement@ccc.edu).

## Wear Your Cap and Gown to the Wintrust Arena

Please come dressed in your cap, gown, tassel, and honor cords (if applicable). Changing areas are not available at the Wintrust Arena. The cap is traditionally placed on the head with the mortarboard horizontal to the ground, rather than perched at an angle. The tassel hangs on the right. Hair pins work well to secure the cap. The cap, gown, and tassel are yours to keep. Please leave any valuables in the care of your guests. Your cap is to remain on throughout the commencement ceremony. Please do not make any alternations or add decoration to your cap.

**WOMEN:** It is recommended that you wear a blouse/shirt, dark pants/slacks, skirt, or a dress. **Flip-flops, sandals, extremely high-heeled shoes (above 2 inches), denim jeans, and shorts are not permitted.** Please be mindful that you will be standing for an extended period of time, using a ramp to walk up to the stage, walking across a stage, and descending a short staircase to leave the stage.

**MEN:** Appropriate attire includes a shirt, dark trousers, socks, and comfortable shoes. **Flip-flops, sandals, denim jeans, and shorts are not permitted.**

## Plan to Arrive at the Wintrust Arena By 9:00am (Morning Ceremony) or 2:00pm (Afternoon Ceremony) on Saturday, May 5, 2018.

The Wintrust Arena is located at 200 E. Cermak Road. Please arrive on time, dressed in your cap and gown, and check in at your designated college table once you go through the screening process. The check-in tables are located in the main entrance lobby. The main entrance to the Wintrust Arena is on the corner of Cermak Road and Indiana Street (See the map on page 8 of this packet for more details). Signs will be posted directing graduates to the entrance.

Commencement marshals will direct you to your seating area on the main floor of the arena, designated by college, once you have checked in and received your photography card. There will be no rehearsal prior to the ceremony, so please be open, respectful and responsive to directions provided by the commencement production team members.

Your guests should enter the Wintrust Arena through the main entrance, located on the corner of Cermak Road and Indiana Street. All graduates and guests must go through the screening process before entering the Wintrust Arena. Please see pages 5–6 for more information about security and prohibited items, including bag policy at the Wintrust Arena. Guests and children **will NOT** be permitted onto the arena floor. No exceptions

## Check In and Pick Up Your Registration Card from Your College Table

Once you go through security screening, proceed to the main entrance lobby where you will find your college check-in table. Once you check in, you will receive a photographer's registration card with your name printed on it for use during the ceremony. Please keep this card with you until it is your turn to walk on the stage. The color of this card will signify your college seating area. Commencement marshals and signs will guide you to your designated seating area once you have checked in. **You must be seated 15 minutes before the start of the ceremony.**

Please do not bend or lose your card. Once your name is read on the stage, your card will be handed to the reader's assistant. After the ceremony, you will be able to view proofs of your graduation pictures online. You are not obligated to purchase photos.

## Presentation of Diplomas/Stage Instructions

When your college is announced, the Commencement marshals will lead you to a ramp at the side of the stage to receive your degree (please have your name card in your hand). You will walk up the ramp, your name card will be scanned, and you will give your name card to the reader's assistant on stage. Walk across the stage to the center, where you will receive your diploma cover and then shake hands with your College President. Extend your right hand to shake the hand of your President, and your left hand to receive your diploma cover. You will then pause for a photo before exiting the stage via the stairs located at the front and center of the stage.

After receiving your diploma cover, ushers and Commencement marshals will direct you back to your seat. You may be seated once you reach your chair. You will **NOT** be allowed to exit the arena floor to look for relatives. Graduates who follow you deserve as much courtesy as you do, so please remain seated until all students have received their degrees and have returned to their seats. Once the last student has received their degree, the Chancellor will make it official and confer all degrees.

## Graduation Recessional

Graduates will leave the Wintrust Arena in an orderly fashion, one college at a time. Please follow direction from your Commencement marshals. At no point will family and guests be allowed onto the floor level of the Wintrust Arena. **Only Graduates with a GRADUATE TICKET and PHOTOGRAPHY REGISTRATION CARD** will be allowed onto the arena floor. To avoid confusion, please make prior arrangements with your family and guests to meet you outside the Wintrust Arena following the ceremony.

## Diplomas

Only diploma covers will be issued during the actual ceremony. For this reason, the conferring of degrees at the ceremony is provisional, pending verification that degree requirements have all been met.

Students who graduated in the summer or fall term and have no outstanding debts are able to pick up their degree from their college Registrar's Office.

Students who will graduate at the end of the spring term will receive information regarding their final graduation audit and possible degree conferral via their student email. Students can expect to receive additional notification in late June notifying you to pick up your official degree at your college Registrar's office once your completion status has been verified. Please bring your picture ID to pick up your diploma.

Your diploma cover will include a welcome letter and membership information from the City Colleges of Chicago Alumni Association.

## Guests

Guests are strongly encouraged to arrive early to secure seating. Doors to the venue will open one (1) hour before the start of the ceremony (8:30am for morning ceremony and 1:30pm for afternoon ceremony). Each graduate will be provided an allotted number of tickets to the Wintrust Arena. Each ticket is only for the designated ceremony (morning or afternoon). All seating is first come, first served. A Commencement usher will direct guests to available seats. Special seating has been reserved for guests with visual or hearing impairments. Accessible wheelchair seating is available on all concourse levels throughout the arena. Saving seats will not be allowed.

Guests arriving when the arena has reached capacity will **NOT** be permitted to enter the arena.

## Decorum

The City Colleges of Chicago Commencement ceremony is an honorable, vibrant, and significant occasion. Your guests are encouraged to celebrate this educational milestone with you; however, vocal interactions between graduates and guests during the commencement exercise is discouraged.

Out of courtesy to others, all mobile communication devices should either be turned off or set to vibrate during the ceremony, and all graduates should remain in their seats until directed by the Commencement marshals. Lastly, refrain from walking or eating during the ceremony.

## Graduates and Guests with Disabilities Needing Accommodations

Please read the following information carefully so that CCC and the Wintrust Arena can best serve you.

Graduates and guests requiring special accommodations should contact their college's Disability Access Center no later than **Friday, April 27th**. Available services include:

- Early admission to the ceremony
- Accessible seating area for mobility impairment/wheelchairs (Wintrust Arena does **not** have wheelchairs available)
- A reserved seating section for hearing impaired guests requiring sign language interpreting services

Ushers will direct guests to accessible sections. Only one family member may accompany the individual in these designated areas. All other family members must find seating as available. Limited seating is available for family members needing assistance.

Graduating students with disabilities must request accommodations for Commencement through their college's Disability Access Center (DAC) as soon as possible after they have registered to participate in Commencement. Your College's DAC can answer questions about types of accommodations available and access the Wintrust Arena. Many types of accommodations are available, including assistive technology, large-print and braille Commencement programs, and sign language interpreters.

Upon arrival at the Wintrust Arena, students check in at their college's table in the main entrance lobby upon going through security screening. Students who have requested or need accommodations will find the DAC check in table in the same area. It is critical that you **also** check in at the DAC table to ensure that accommodations are in place for you.

Guests needing disability accommodations must make requests at the Wintrust Arena or the relevant college's DAC, depending upon the type of accommodation requested.

Please contact the Disability Access Center (DAC) at the graduate's college for the following:

- Information on accessible seating for persons with mobility challenges or preferred seating for sign language interpreter services.
- Large-print or braille Commencement programs To find contact information for the CCC Disability Access Centers, go to: [www.ccc.edu/dac](http://www.ccc.edu/dac)

Please contact the Wintrust Arena Guest Services for the following:

- Guests using their own wheelchairs can seek assistance from the Wintrust Arena usher to locate accessible seating. The Wintrust Arena has accessible seating located throughout both concourse levels.

Please visit [www.wintrustarena.com](http://www.wintrustarena.com) for more information on accessibility and arena maps.

Upon arrival at the venue and going through the screening process, guests and/or graduates with special needs should ask for a “guest services” host. An information table will be located just inside the main entrance. The Wintrust Arena does **NOT** provide wheelchairs for guests to use.

## Photography

There are plenty of opportunities to capture this special moment with your friends and family. There will be photo-op areas located in the Blue Demon Lounge located to the left of the main escalators on the first concourse level. Take pictures and don't forget to post and tag with #GradCCC on social media!

GradImages, a professional photography company, will take three photos of you during Commencement Ceremony: **1)** As you stand in line before you walk up the ramp to the stage, **2)** as you shake hands with your President, and **3)** as you exit the stage holding your degree cover. Approximately one week after the ceremony, you will receive an email from GradImages to your **CCC email** with instructions to view and order your photos. Contact GradImages directly at [www.gradimages.com](http://www.gradimages.com) or 1-800-628-4509 with any questions.

No photographers will be permitted on the floor of the Wintrust Arena. Guests will not be allowed to access the floor to present flowers or otherwise interrupt the proceedings. Please make arrangement for your guests to meet you outside the Wintrust Arena after the ceremony.

## Flowers

Flowers will be available for purchase at the Wintrust Arena.

## Bag & Purse Policy

The safety of our guests and staff remains a top priority. Wintrust Arena will implement the use of metal detectors and follow the policy limiting the size and style of bags allowed in the facility. Wintrust Arena approved clear plastic, vinyl or PVC that do not exceed 12" x 6" x 12". Bags may be hand carried or have a shoulder strap.

## Prohibited Items

The prohibited item list should be used as a guide and is not all-encompassing.

- Luggage, backpacks, purses or bags larger than a clutch (4.5" x 6.5" or 6.5" x 4.5")
- Food or beverage
- Cans, bottles, coolers or other similar containers
- Laser pens, laser products, glow sticks
- Balloons or Strollers (infant car seats are okay as long as they are not blocking an aisle)
- Noise making devices (air horns, whistles, etc.)
- Projectiles (including Frisbees and beach balls)
- Oversized signs (larger than 2' x 3') or signs on sticks. Approved signs are subject to building approval and must not obstruct the view of other guests.
- Stickers of any kind
- Skateboards, skates (roller or in-line), scooters or hover boards
- Sticks, poles, selfie sticks, or GoPro sticks
- Weapons (knives, guns, chains, or any item that can be construed as a weapon)
- Illegal substances / drugs of any kind (an exception will be made for medical necessary items after proper inspection at the entrance)
- Fireworks or any other incendiary device
- Any other item deemed unacceptable by Venue Management

Arena management reserves the right to make the final determination on prohibited items. Wintrust Arena is **NOT** responsible for items left behind, lost, stolen, or damaged. Possession of prohibited items will be grounds for ejection from the Arena.

There is **NO RE-ADMISSION** on ticket stubs. For your protection and the protection of others, **ALL** patrons are subject to search as a condition of admission to an event. Refusal to submit to such search may prevent admission to the arena.



## Wintrust Arena Parking Information

Wintrust Arena | 200 E. Cermak Road | Chicago, IL 60616 | (312) 791-6900

There are three parking lots at McCormick Place, Lot A, B, and C. **Lot A** is the closest to the Wintrust Area and has access to the pedestrian bridges to the Wintrust Arena, Marriott Marquis Chicago, and Hyatt Regency McCormick Place. **All three lots accept credit cards.**

### PARKING LOT A—\$23.00

2301 South Prairie Avenue, Chicago, IL 60616

Parking Lot A (8' height clearance) is a six-level garage with 2,100 parking spaces located on Martin Luther King Drive, adjacent to the West Building. Covered walkways from Lot A leading directly into McCormick Place, the Wintrust Arena, Marriott Marquis Chicago, and Hyatt Regency McCormick Place. The parking rate is **\$23.00 for up to 16 hours** and **\$36.00 from 16 to 24 hours**. There are no in-and-out privileges. Overnight parking is available in Lot A only. Lost tickets will pay the **\$36.00** (overnight) fee per day.

### PARKING LOT B—\$10.00

3050 South Moe Drive, Chicago, IL 60616

Parking Lot B (also known as 31st Street Lot) is an outdoor surface parking lot located at 31st Street near Lake Shore Drive South and Moe Drive. It holds over 1,800 vehicles. Discounted pre-paid parking of **\$10.00 per day** with no in-and-out privileges. This parking lot is open throughout event hours. Overnight parking is not available. **Shuttle buses will be available** from Lot B to the Wintrust Arena for your convenience. It is **highly recommend** that you take a shuttle bus to the Wintrust Arena, as it is a 20–25 minute walk from Lot B.

### PARKING LOT C—\$10.00

Fort Dearborn Drive, Chicago, IL 60616

Parking Lot C (6' 4" height clearance) is an underground garage with 1,900 parking spaces and is located on Fort Dearborn Drive, adjacent to the Lakeside Center. The parking rate is a discounted flat fee of **\$10.00 per day** with no in-and-out privileges. This parking lot is open throughout event hours. Overnight parking is not available. To access the Wintrust Arena, follow the signs to McCormick Place and the Wintrust Arena (approximately 15–20 minute walk).

**PLEASE SEE NEXT PAGE FOR MAP OF PARKING LOTS**



## Wintrust Arena Parking Map



### **PARKING LOT A—\$23.00**

2301 South Prairie Avenue, Chicago, IL 60616

### **PARKING LOT B—\$10.00**

3050 South Moe Drive, Chicago, IL 60616

### **PARKING LOT C—\$10.00**

Fort Dearborn Drive, Chicago, IL 60616

## Driving Directions

**From the North:** Using the Kennedy Expressway (I-90/94), consider exiting at 18th Street, heading east over to State Street, turning south onto State Street to Cermak Road, then traveling east on Cermak Road over to the Wintrust Arena.

**From the West:** Using the Eisenhower Expressway (I-290), consider exiting on Damen or Ashland Avenue, heading south to Cermak Road, then traveling east on Cermak Road over to the Wintrust Arena.

**From the South:** Using the Dan Ryan Expressway (I-90/94), consider exiting on 31st Street, heading east to King Drive, then traveling north on King Drive to the McCormick Place Complex. Continue north on King Drive which will turn into Cermak Road leading to the arena. Or follow the signs directing you to Parking Lot A.

**Inbound on the Stevenson Expressway (I-55):** Consider using the ramp leading to the southbound Dan Ryan Expressway (I-90/94), exiting on 31st Street, heading east to King Drive, then traveling north on King Drive to the McCormick Place Complex. Continue north on King Drive which will turn into Cermak Road leading to the arena.

## Taking Public Transportation to the Wintrust Arena

### CHICAGO TRANSIT AUTHORITY (BUS SYSTEM)

**#3 King Drive bus** is the most common bus route to the Wintrust Arena, running north/south along Michigan Avenue. The #3 stop is at Michigan Avenue and Cermak Road. It serves many downtown hotels, as well as the Magnificent Mile and Water Tower Place.

**#21 Cermak Road bus** runs East/West along Cermak Road. The #21 stop is at Michigan Avenue and Cermak Road.

**#4 Cottage Grove bus** runs North/South along Michigan Avenue, two blocks west of the Wintrust Arena. The #4 stop is at Michigan Avenue and Cermak Road.

### CHICAGO TRANSIT AUTHORITY ELEVATED RAIL SYSTEM “L”

The **CTA Cermak-McCormick Place Green Line Station** is located at Cermak Road and State Street, 2.5 blocks (0.15 mile) west of the Wintrust Arena at Cermak Road and Indiana Avenue.

The **CTA Cermak-Chinatown Red Line Station** is located four blocks west (0.5 mile) of the Wintrust Arena and two blocks west of the Cermak-McCormick Place Green Line Station.

### METRA RAIL (ELECTRIC LINE)

Located on Level 2.5 of the Grand Concourse in the South Building, the METRA Electric commuter railroad provides direct service within seven minutes to and from downtown Chicago. Service from the Millennium (Randolph Street) Station (near the Fairmont Hotel) to McCormick Place begins early morning, with more frequent pick-ups during rush hours.

## Student Information

Student's Full Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ College \_\_\_\_\_

I have reviewed the **2018 Commencement Overview packet** and understand the following:

- I will arrive at the Wintrust Arena **no later than 30 minutes before the start of the ceremony** and be seated **no later than 15 minutes before the start of the ceremony**. Please check one:

I will arrive by **9:00am** for the Morning Ceremony

I will arrive by **2:00pm** for the Afternoon Ceremony

- I will remain seated during the ceremony until directed by Commencement marshals and/or ushers.
- I will be notified eight to ten weeks after the Commencement ceremony when my diploma is available for pick up.
- I will follow the instruction of Commencement marshals and ushers throughout the ceremony.
- I will remain seated, along with my guests, for the entire ceremony out of respect for all graduates.

## Ticket Numbers

I have received the ceremony tickets listed below:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

## Photo and Video Release Information

All photographers taking photographs or video on college property or at college events must obtain a signed release form from each subject in the photo, or their legal guardian. These rules govern photographs and video intended for use in City Colleges' promotional and public awareness context. This release form has been approved by the City Colleges of Chicago Office of General Counsel.

I hereby grant City Colleges of Chicago permission to interview me and/or use my likeness in photographs/videos pertaining to the promotion of City Colleges of Chicago. I will make no monetary or other claim against the City Colleges of Chicago for the use of the interview and/or photographs/video in this context.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_