

Subject: 2025 Commencement Ceremony - Important Information for Full Time Faculty

All,

We are excited to host the 2025 Commencement Ceremony at the Hilmer Lodge Stadium on Friday, **June 13**. What an exciting time to see the culmination of our students' success in this ceremony. Your dedication was instrumental in helping them to attain this monumental achievement.

Although your attendance is required per the Faculty Agreement, we know how meaningful this is to both you and our students. Students are appreciative of hearing you cheer them on at the ceremony. We look forward to seeing you on **June 13**.

If you are unable to attend, please email Kelly Fowler, kelly.fowler@mtsac.edu, copy Laura Martinez, lmartinez@mtsac.edu, and include the reason for your absence. She will respond with an email decision to you and include a copy to the division office.

Reasons that may prevent attendance, which are excused:

1. A faculty member may be teaching a class during commencement.
2. A faculty member may be attending a college-approved conference.
3. A faculty member may be on college-approved leave.

Reasons that may prevent attendance and require utilization of three hours of sick leave or personal necessity leave are:

1. A faculty member may be unable to attend due to an unexpected illness (sick leave) or other unexpected personal obligation (personal necessity). If this occurs, in addition to notifying your division office, you must also notify the Office of Instruction at x4200 and file the appropriate paperwork with your division office.

It is important to remember that *unreported absences or failure to sign in at commencement will result in a **three-hour deduction in personal necessity leave***.

Some logistics for Commencement:

1. The faculty sign-in books will be available from **4:00 – 5:00 p.m.** We strongly urge you to arrive early to avoid traffic delays and to be prepared to navigate the new facility.
2. Parking is available in Lot F, Lot H, and the Gateway Parking Structure. Accessible shuttles will be available from Lot H to the front of the Gymnasium.
 - a. For those with accessibility needs, the shuttles will provide the closest access to the stadium.
3. The sign-in table will be outside Gates 7 & 8 (toward the right after passing through security).
4. After signing in, faculty will be directed to a tented waiting area south of the scoreboard.
5. The faculty lineup will begin at **5:15 p.m.**, *at which time the sign-in books will be removed*, and the processional will begin promptly at **5:30 p.m.**
6. Service animals are permitted.
7. Unattended children are not permitted.

Let me know if you need additional information or clarification.

Best,
Laura



Laura Martinez
Executive Assistant to the Vice President of Instruction
(she/her/hers)

✉ lmartinez@mtsac.edu

☎ [\(909\) 274-5414](tel:(909)274-5414)

📠 [\(909\) 274-2955](tel:(909)274-2955)