Autumn 2026 Commencement

Time and Place – The Commencement Ceremony, for students who earned degrees and/or certificates during summer and/or autumn semester 2026, will be held Friday, December 11, 2026, at 6:30 p.m. in the Adena Hall Gymnasium on the Newark campus.

Commencement Check-in – Check-in will take place in Room 130 of Adena Hall beginning at 5:00 p.m. and must be completed by 5:45 p.m. *Please do not be late*. Signs will be posted to direct you to the correct room for your major after you check in.

Parking – Graduates should park in the Reese Center or Hodges (formerly Founders) Hall parking lots.

Rehearsal – Rehearsal will take place Wednesday, December 9, 2026, in the Adena Hall Gymnasium. Rehearsal check-in will begin at 4:30 p.m., rehearsal will start at 5:00 p.m. and will last approximately one hour.

Tickets – Starting November 10, 2026, at 9:00 a.m., you may pick up your initial allotment of three (3) tickets at the Newark Gateway Office by presenting your photo ID. Tickets not picked up by the end of commencement rehearsal will be made available to other graduates. If you are unable to pick up your tickets during the specified time frame, you may designate another person to pick those up for you (this person will be required to present their photo ID.), or you can request your tickets be sent to another campus, by emailing the student records office at cotcrecords@mail.cotc.edu from your COTC email.

Commencement Program Inclusion – Your name will not appear in the commencement program if you have instructed COTC not to release your "Directory Information". Student Records will provide you with your directory release status in email communications. To change your directory release status, please submit a "Personal Data Change Form".

Diploma and Certificate Distribution – Digital diplomas and certificates will be available via text and/or your COTC student email four to five weeks after the end of the semester. Printed diplomas and certificates will be mailed out by Parchment Award® 15 to 20 business days after that. Be sure Student Records has your current mailing address and cell phone number. You can check your contact information and make any needed changes in Student Planning by selecting User Options.

Exit Counseling & Financial Holds – If you have not completed loan exit counseling (student loan recipients only) or have a financial hold you will not receive your diploma or certificate. If you have any questions, or to check the status of your account and/or exit counseling, please contact Student Financial Services at nwk-studentfinancialservices@mail.cotc.edu or 740-364-9533.

Name Verification – If you would like to verify that your name is spelled correctly for the commencement program and your diploma, please email cotcrecords@mail.cotc.edu.

Graduating Military Personnel and Veterans - COTC would like to honor you during the Commencement Ceremony.

- If you are Military Personnel or a Veteran and you would like to have your name appear in the Commencement Ceremony Program and be acknowledged at the ceremony, please contact Gina Bertiaux at bertiaux.2@mail.cotc.edu
- COTC is honored to provide you with a red, white, & blue cord to wear as part of your graduation regalia. Cords can be picked up at commencement check-in. If you have any questions, contact the Student Records Office at cotcrecords@mail.cotc.edu.

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Academic Regalia – All students participating in the ceremony are required to wear a black cap and gown. Caps, gowns, and tassels can be ordered here until midnight November 17 and are also available in the Newark campus bookstore. We recommend that you purchase these as soon as possible to be assured the bookstore has what you need. Graduation announcements may also be purchased from the bookstore. A limited supply of gowns, and a very limited supply of caps are available to borrow on a first-come first-served basis for students who prefer not to purchase one. If you would rather borrow a gown, please make this request, *including your height*, by emailing the student records office cotcrecords@mail.cotc.edu .

Listed below are the only additions to the black cap and gowns permitted during the commencement ceremony. Graduates will be required to remove all unauthorized regalia. You can leave these items in the robing room or with your guests.

- **Caps can be decorated** *in reference to your major*. Nothing profane, inflammatory, discriminatory, or dangerous will be permitted.
- **Honors Students** will be given a gold tassel at commencement check-in. To qualify, a student must have a cumulative GPA (grade point average) of 3.500 or higher.
- **High School Options students** (any student who took COTC classes while still in high school) will be given a green and white cord at commencement check-in.
- **Phi Theta Kappa International Honor Society members** may wear their gold PTK stole. No other PTK accessories are permitted during the commencement ceremony. You may pick up your stole from the Office of Student Life located in room 226 of the Warner Center. If you have any questions about this, please contact Student Life at 740-364-9578.
- **Alpha Delta Nu members** may wear the apricot cords received at their pinning ceremony.
- **Lambda Nu members** may wear the green and maroon cords received at their pinning ceremony.
- **Health Science Technology students** may wear the pins received at their pinning ceremony.
- **Diagnostic Medical Sonography students** may wear their royal blue stoles.
- **Bachelor of Science in Nursing students** may wear their apricot stoles.
- **Diagnostic Medical Sonography students** may wear their blue stoles.
- **Military Personnel and Veterans** will be given a red, white, & blue cord at commencement check-in.

Guests – All guests should be in their seats by 6:20 as doors will close promptly at 6:25. Anyone arriving after 6:25 may be required to remain in the lobby until after the procession has completed.

Sign language interpreting – Sign language interpreting will be provided during the ceremony.

Accessible Seating – Due to limited space, only one person may accompany a guest who requires accessible seating in the special seating area during commencement. For other accessibility needs, please contact the Office for Disability Services at 740-755-7755.

Photographs – Cap and gown portrait photographs will be taken as you receive your diploma cover on stage and immediately after the ceremony as you are exiting the gymnasium.

Videotaping – A video of the ceremony will be hosted on COTC's YouTube channel, and a link will be provided on the COTC Homepage.

Commencement Photo/Video Release – By participating in or attending the commencement ceremony, you and your guests understand that COTC will be photographing and video recording the ceremony. The ceremony will be live-streamed on YouTube and/or other social media channels, and COTC may use video and photos from the commencement ceremony on college webpages, future publications, or media releases.