ANOKA-RAMSEY
COMMUNITY COLLEGE

Dear Candidate for 2014 Graduation:

You are cordially invited to participate in the Cambridge Campus graduation ceremony in celebration of your academic accomplishment. The ceremony will be held at **4:30 p.m. on Friday, May 16, 2014, at the Richard G. Hardy Performing Arts Center**. Please return the enclosed postcard to myself or the information desk no later than **Friday, April 25th,** with the appropriate boxes selected to inform us of your intentions. If you are planning to attend but do not return your card, there is no guarantee that a space will be available for you at the ceremony.

Graduation is a formal event and graduates will be required to wear a cap, tassel, and gown. These items will be available to purchase for $17.25 at the Bookstore beginning April 16th. The Bookstore hours are 8:00 am – 4:30 pm Monday through Friday.

Items to consider if you plan to participate in the ceremony:

- Cap, tassel, and gown sets are available for purchase. Rental items are not available.
- Each graduate attending the ceremony will receive 2 free announcements from the Bookstore with the purchase of your cap, tassel and gown beginning April 16th. Additional announcements may be purchased at the bookstore for $.50 each.
- Phi Theta Kappa members will wear an honor stole and tassel in addition to the cap and gown. Information regarding ordering these items has been sent out in a separate letter. *If you have questions regarding your PTK status, or did not receive a letter, please contact Kathleen Hoffman at 763.433.1858.*
- If you or your guests will need special accommodations, please contact me as soon as possible so arrangements can be made well in advance.
- It is our wish that no applicant be prevented to attend due to the cost of the cap, tassel and gown. Should you need financial assistance, please contact me at Jason.Siems@anokaramsey.edu or 763-433-1847.

Photography services will be provided by Rusty's Photography. Group photos will be taken of the graduating class and the PTK graduates prior to the ceremony. Individual photos will be taken as each graduate receives their degree. There will also be an opportunity after the ceremony for professional photos to be taken of graduates with family and friends.

Please let me know by **April 25, 2014,** of the approximate number of guests you expect to attend your graduation. This will help us to determine seating and refreshments to be served after the ceremony.

The Faculty and Staff of Anoka-Ramsey Community College wish to offer our congratulations on achieving this milestone in your life.
Sincerely,

Jason Siems
Graduation Coordinator
763.433.1847
Jason.Siems@anokaramsey.edu

Remember to…

Please return the enclosed postcard by mail or in person to Jason Siems or the Information Desk at the Cambridge Campus no later than:

April 25, 2014.