



Commencement Participation

All students who completed a degree or certificate during the previous academic year are invited to participate in the spring Commencement ceremony. After completing the graduation application indicating your interest to attend commencement, you will receive an email with an invitation to complete the Heartland Community College Commencement Participation questionnaire. Alternatively, you can find the questionnaire on your tasks tile within your **Student Center**.

1. Go to the [myHeartland](#) page or click on the link in the email



commencement@heartland.edu

New Task: Heartland Community College Commencement Participation

To

Congratulations!

You indicated you plan to participate in commencement. Please go to the [Heartland home page](#) and complete the Heartland Community College Commencement Participation questionnaire in the Tasks tile on the Student Homepage link.

Please note, you may receive more than one of these questionnaires if you submitted graduation applications for more than one program.

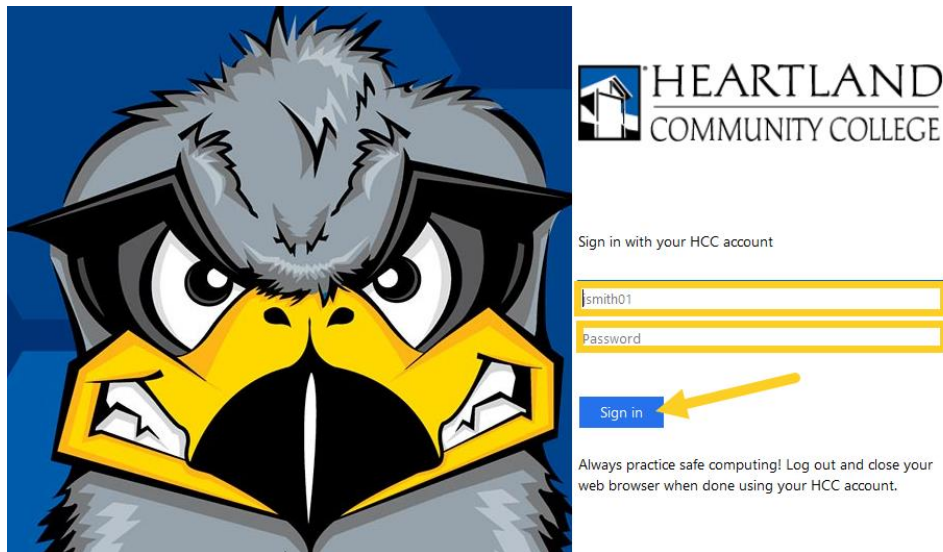
Thank you.

The Student Engagement Office

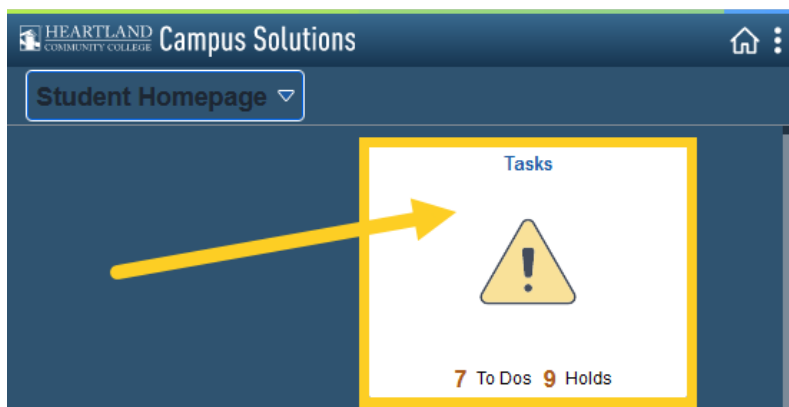
2. Click the **Student Center** button



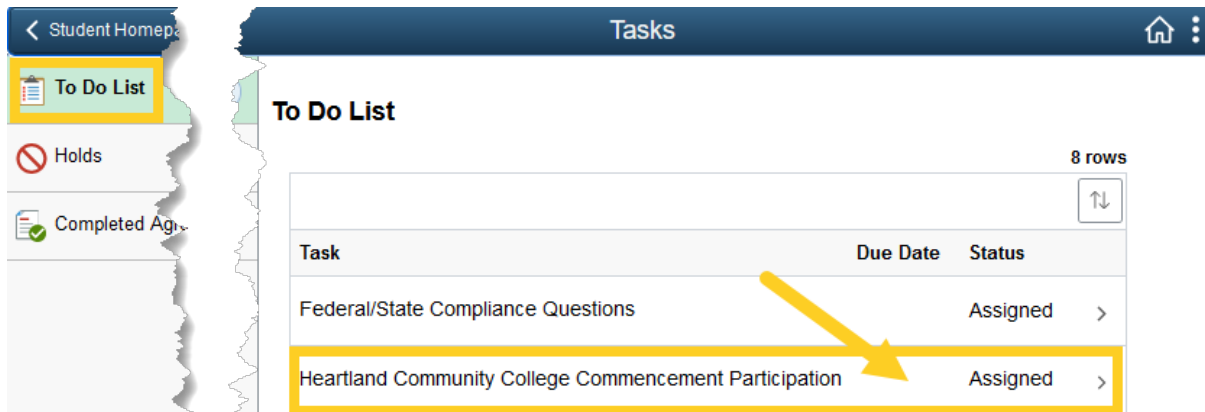
3. Enter your login name and password



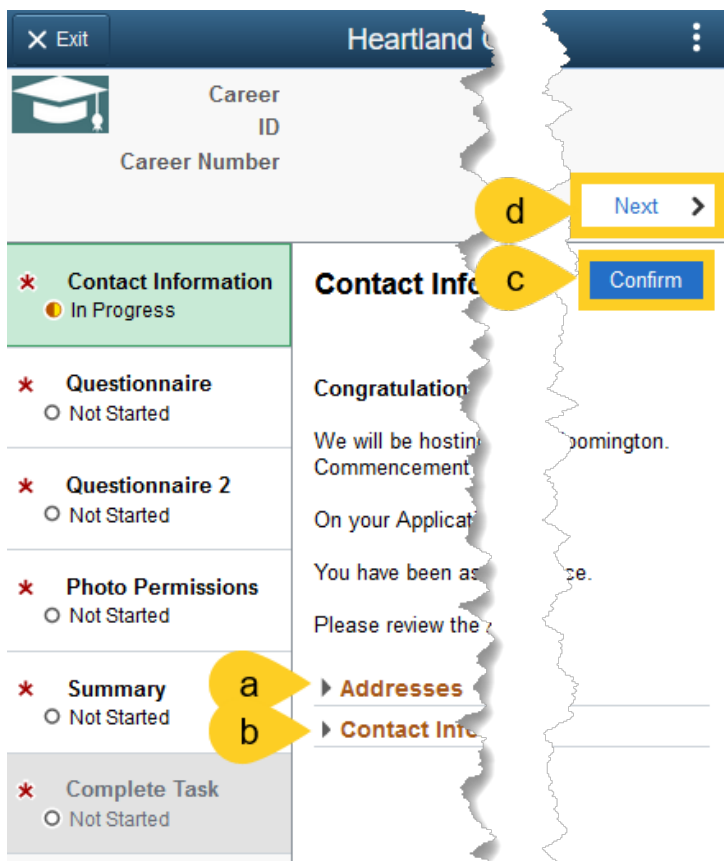
4. Click on your Tasks tile



5. Select the Heartland Community College Commencement Participation Task on your To Do List

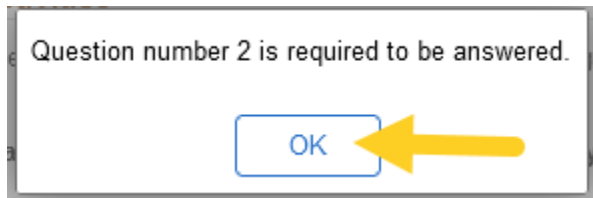


6. Contact Information.
 - a) Review Addresses
 - i) If an address change is needed, you can update your mailing address on your profile tile after completing your commencement participation questionnaire.
 - b) Review Email Addresses
 - i) We will contact you at your Heartland email address listed for any commencement related questions.
 - c) Click Confirm
 - d) Click Next

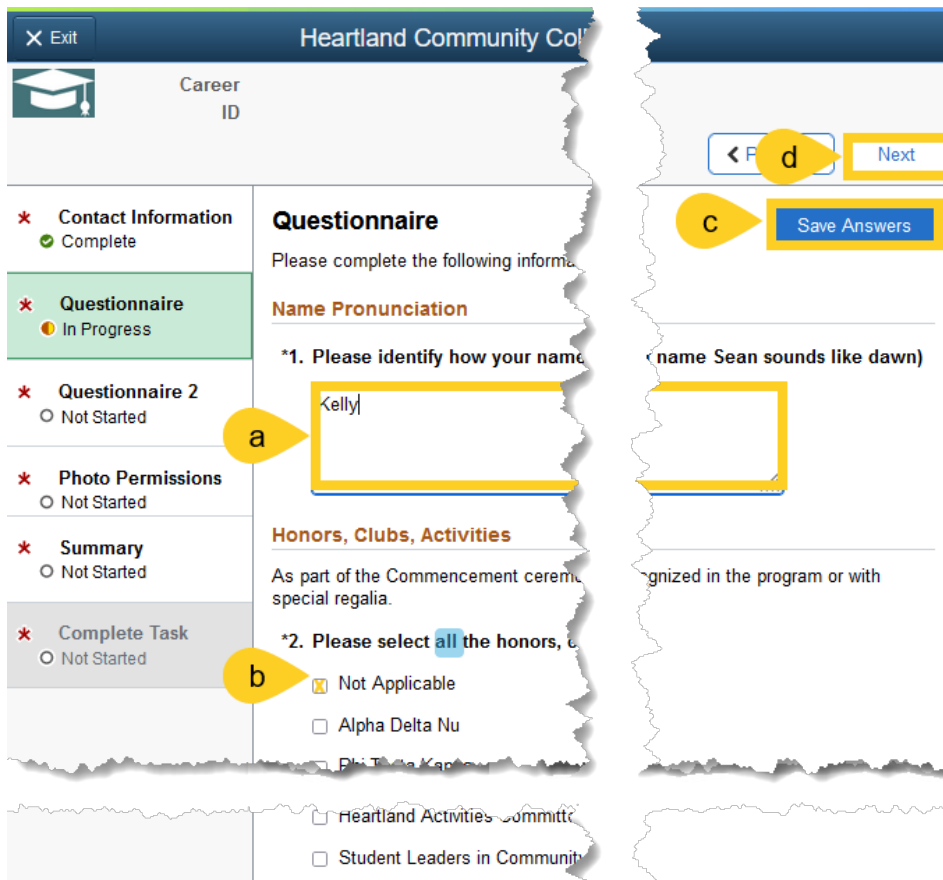


7. Questionnaire.

- a) Identify how your name is phonetically pronounced.
 - i) If you are unsure how to write your name phonetically, try either of these free websites for assistance:
 - (1) <https://us.pg.com/the-name-generator/>
 - (2) <https://www.nameshouts.com/>
- b) Select the clubs and activities you have been a part of at Heartland Community College
 - i) Choose Not Applicable if you were not involved in any of the listed clubs or organizations. Not answering the question will result in an error.



- c) Click Save Answers
- d) Click Next



Heartland Community College

Career ID

Questionnaire

Please complete the following information.

Name Pronunciation

*1. Please identify how your name is pronounced (name Sean sounds like dawn)

Kelly

Honors, Clubs, Activities

As part of the Commencement ceremony, students are recognized in the program or with special regalia.

*2. Please select all the honors, clubs, or activities you have been a part of at Heartland Community College.

☒ Not Applicable

☐ Alpha Delta Nu

☐ Phi Theta Kappa

☐ Heartland Activities Committee

☐ Student Leaders in Community

Save Answers

Next

8. Questionnaire 2.
- a) Select your Height range for your graduation gown
 - b) Select your Weight range in pounds for your graduation gown
 - c) Indicate the location you will pick up your cap and gown
 - d) Click Save Answers
 - e) Click Next

Heartland Community College

Exit

Career ID
Career Number

Questionnaire 2

Please complete the following information regarding your graduation gown and cap.

Gown Size

For the purpose of ordering your graduation gown and cap, please select the range value for your height and weight.

*1. Please select the range value for your height.

a 4'10" - 5'0" v

*2. Please select the range value for your weight.

b 100lbs - 159lbs v

Pickup Location

Please select the Location where you will be picking up your cap and gown.

*3. I wish to pick up my cap and gown from

c ☒ Main campus in Normal, IL.
☐ Heartland's Center in Lincoln, IL.
☐ Heartland's Center in Pontiac, IL.

< e Next >

d Save Answers

9. Photo Permissions: By participating in the ceremony, you are giving consent to be photographed. Notify the photographers at the event if this is not your desire.
- Click Save
 - Click Next

Heartland Community College Career ID

Photo Permissions

By participating in the ceremony, you are giving consent to be photographed by College staff and contractors. Images may be used for promotional purposes. If you do not wish to be photographed, it is your responsibility to alert the photographer(s) at the event.

Navigation: < Previous (b), Next > (b), Save (a)

10. Summary. Review and make changes, as necessary.
- Click Next

Heartland Community College Career ID

Summary

Below is a summary of the steps in this activity guide. Please review carefully to ensure you have completed all steps before proceeding to the Submit step next.

Step	Status	Required	Go to Step
Contact Information	Complete	Yes	Go to Step
Questionnaire	Complete	Yes	Go to Step
Questionnaire 2	Complete	Yes	Go to Step
Photo Permissions	Complete	Yes	Go to Step
Complete Task	Not Started	Yes	Go to Step

Navigation: < Previous (a), Next > (a)

11. Complete Task by clicking Submit

Heartland Community College Commencement Participation

Exit

Career ID

Previous Submit

*** Contact Information**
Complete

*** Questionnaire**
Complete

*** Questionnaire 2**
Complete

*** Photo Permissions**
Complete

*** Summary**
Not Started

*** Complete Task**
In Progress

Complete Task

Thank you for submitting this information.

You will be emailed more information including cap and gown pickup as we get closer to the date of Commencement.

You will also find updated information at <http://heartland.edu/graduation>

Please press the Submit button on the top right to confirm your attendance and the additional information provided.

If there are any changes after you have saved and submitted, please contact the Record's Office.

For additional information please contact commencement@heartland.edu

12. After you have completed the questionnaire, you will receive a confirmation email.

Any questions can be directed to commencement@heartland.edu.

13. Cap and Gown information will be available as we get closer to the event. Watch for additional emails from commencement@heartland.edu or visit the [commencement website](http://heartland.edu/graduation) for more information.

CONGRATULATIONS!!!