Instructions for Undergraduate Candidates

The Spring 2016 University Commencement Ceremony
will be held in the James H. Hilton Coliseum, on Saturday, May 7, 2016, at 1:30 p.m.

Ticket Information
Tickets are not required for admission into the Ceremony.

Caps and Gowns
Bachelor candidates are required to wear a black cap and gown to the ceremony. Caps, gowns and tassels may be purchased from the University Bookstore, in the Memorial Union or go to their website www.isubookstore.com/SiteText.aspx?id=551

Your cap should be worn level, not tilted. Your gown should hang freely from the shoulders; appropriate business clothing should be worn under your gown.

Arriving at Hilton Coliseum
Undergraduate candidates must report to their line-up area no later than 12:15 p.m.

Upon arrival at Hilton, go directly to your line-up area and check in with Registrar’s staff. See map on reverse side to locate your college lineup area.

Do not take a commencement program at the entrance; we will provide one for you on your chair.

Leave purses, coats and other valuables with family or friends since there will be no secure place in the line-up areas to leave these items.

The Ceremony
The ceremony will begin at 1:30 p.m. and end at approximately 4:00 p.m.

The Processional
Students will be lined up by pairs in the college line-up areas and will walk into the coliseum in this order. If you wish to be seated by a particular person during the ceremony, you may want to have a partner chosen prior to arriving at Hilton Coliseum.

The proceessional, led by your college dean, will begin at 1:30 p.m. You will be led to your seat by a marshal. Please be seated when you reach your seat. At the end of the processional, please stand for the color guard and The Star Spangled Banner. After the anthem, you will be instructed to be seated.

Caps should be worn during the processional and while degrees are being conferred. Feel free to either remove or retain your cap during those portions of the ceremony when you are seated.

Conferring of Degrees
Candidates will be led to the stage by a marshal and will be instructed when to begin crossing the stage. Proceed to center stage to shake hands with the president or provost and receive your diploma cover.

Photographs
Flash Photography has been contracted to take your photograph prior to crossing the stage and again as you are shaking hands with the President or Provost on stage.

All photographs taken at commencement will be posted on the Flash Photography website www.flashphotography.com/. You will receive instructions via email from the photographer on how to view and purchase photographs.

Questions regarding photographs should be directed to Flash Photography at www.flashphotography.com/ (select Contact Us tab) or phone (214) 443-9393.

Recessional
At the end of the ceremony, please remain standing until the faculty recessional is concluded. There will not be a student recessional. Family and friends are welcome to come to the arena floor following the faculty recessional to greet you and take photographs.

Attendence and Diploma Information:
Diplomas will not be handed out during the ceremony.

Graduation requirements will be verified after May 7th and diplomas will be mailed or available for pickup beginning May 25th, to all candidates who have successfully completed degree requirements.

Update your diploma mailing address and university ceremony attendance information in Access+ (Student tab, Graduation, Diploma/Ceremony) through Tuesday, May 3rd.

After May 3rd you will need to contact the Graduation Office, 210 Enrollment Services Center, by phone at (515) 294-9372 or by e-mail at graduation@iastate.edu with any changes.

For More Information, Contact:
The Graduation Office
210 Enrollment Services Center
Phone: (515) 294-9372
Email: graduation@iastate.edu
website: www.registrar.iastate.edu/graduation/

Special Assistance:
Candidates needing special assistance (wheelchair, sign language interpreter, captionist, etc.) prior to or during the commencement ceremony should contact Denise, in 214 Enrollment Services Center, by phone at (515) 294-0767 or by email at dtimber@iastate.edu before Friday, April 29th, to make arrangements.

Guests needing special assistance (elderly, wheelchair, sign language interpreter, captionist, etc.) prior to or during the commencement ceremony should contact Jennifer Whalen, in 210 Enrollment Services Center, by phone at (515) 294-9372 or by email at jewhalen@iastate.edu before Friday, April 29th, to make arrangements.
**College Line-Up Areas (Spring Semester)**

*Leave purses, coats and other valuables with family or friends since there will be no secure place in the line up areas to leave these items.*

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**Human Sciences (maroon tassel)**
After entering, turn left and go to the north side of the Coliseum. Check in with staff outside of the entrance to sections 109, 208, 209 on level 3.

**Business (drab tassel)**
After entering, turn left and go to the northeast side of the Coliseum. Check in with staff outside of the entrance to sections 114-214-215 on level 3.

**Agriculture and Life Sciences (maize tassel)**
After entering, turn right and go to the southeast side of the Coliseum. Check in with staff outside of the entrance to sections 130, 229, 230 on level 3.

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**Note:** There is no access thru Johnny’s to go from the south side of Hilton to the north side Johnny’s.

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**Scheman Building**
Located to the West of Hilton Coliseum

**Design (brown tassel)**
Enter Scheman Building (located to west of Hilton Coliseum) through the south doors on the ground level. Turn to the left and check in with staff outside of room 004.

**Liberal Arts and Sciences (B.A., B.L.S.-white, B.Music-pink, B.S.-golden yellow tassels)**
Enter Scheman Building (located to the west of Hilton Coliseum) through the south doors and proceed to the second floor lobby area. Check in with staff at the counter on north side of lobby.

**Engineering (orange tassel)**
Enter Scheman Building (located to the west of Hilton Coliseum) through the south doors and proceed to the first floor lobby area. Check in with staff at the counter on north side of lobby.