

IOWA STATE UNIVERSITY

*The Spring 2013 Graduate College Commencement Ceremony
will be held in James H. Hilton Coliseum on Friday evening, May 10, 2013, at 8:00 p.m.*

Ticket Information

Tickets are not required for admission into the Ceremony.

Caps and Gowns

Master 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

Ph.D. candidates are required to wear official ISU doctorate regalia (red gown). Contact the University Bookstore in the Memorial Union or go to their website www.isubookstore.com/SiteText.aspx?id=551 for rental information. The Office of the Registrar will provide each candidate with a Ph.D. hood to be used during the ceremony.

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. You should not wear a corsage with your cap and gown. If wearing high heeled shoes, use handrails when entering and exiting stage by stairs.

Arriving at Hilton Coliseum

Candidates must report to their line-up areas as follows:

Master's candidates no later than 7:15 p.m.

PhD candidates no later than 7:00 p.m.

Upon arrival at Hilton, please 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 area to leave these items.

The Ceremony

The ceremony will begin at 8:00 p.m. and end at approximately 9:30 p.m. **Please turn off cell phones during the ceremony.**

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/) within 48 hours following commencement. 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.

Special Assistance

Any graduate or guest needing special assistance prior to or during the commencement ceremony (elderly, wheelchair, sign language interpreter, captionist, etc.) should contact Denise in the Office of the Registrar, 214 Enrollment Services Center or phone (515) 294-0767, by Friday, May 3rd to make arrangements.

Conferring of Degrees

Ph.D. Candidates

The Office of the Registrar will provide each candidate with a Ph.D. hood to be used during the ceremony. Instructions for the hooding portion of the ceremony will be given in the line-up area.

Ph.D. hoods are university property. ***Do not return the hood with your rental cap and gown.*** Return your hood either to Registrar's staff on stage following the ceremony or to the Graduation Office, 210 Enrollment Services Center, on Monday, May 13th.

The hood must be returned to the Office of the Registrar, ***not the University Book Store***, by Monday, May 13th or you will be billed \$185.00 for replacement costs of the hood and a hold will be placed on your university record.

If you would like to keep the hood longer or will be bringing your own hood to the ceremony, contact Deb in the Graduation Office, 210 Enrollment Services Center, by phone at (515) 294-2754 or by email at dsletto@iastate.edu, before Friday, May 10th to make arrangements.

Candidates will be led to the stage by a marshal. Proceed to center stage with your major professor where you will be hooded and receive a diploma cover from the President. Continue across the stage and return to your original seat after exiting the stage. *Note: A short hooding demonstration will take place in the line-up area before the ceremony begins.*

Flash Photography has been contracted to take photographs as you are being hooded, shaking hands with the President and again after you exit the stage by way of the north staircase.

Ph.D. candidates should have received additional instructions from the Graduate College. Contact Linda, 1137 Pearson Hall, (515) 294-4531, if you have questions regarding procedures.

Master Candidates

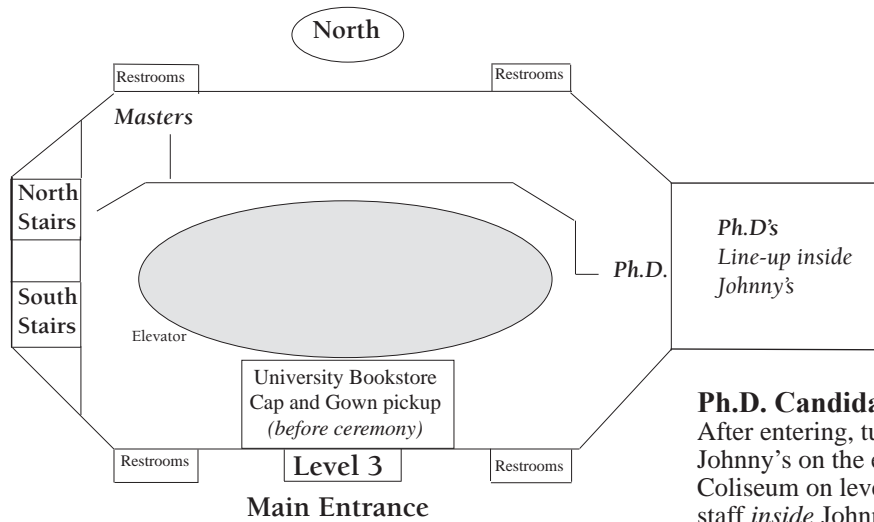
Candidates will be led to the stage by a marshal and will be instructed when to begin crossing the stage. Proceed to center stage to shake hands with the president or provost and receive your diploma cover.

Flash Photography will take your photograph prior to crossing the stage and again as you are receiving your diploma cover. Exit the stage by way of the center staircase and return to your original seat.

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.

Graduate College Line-Up Areas in Hilton Coliseum (Spring Semester)

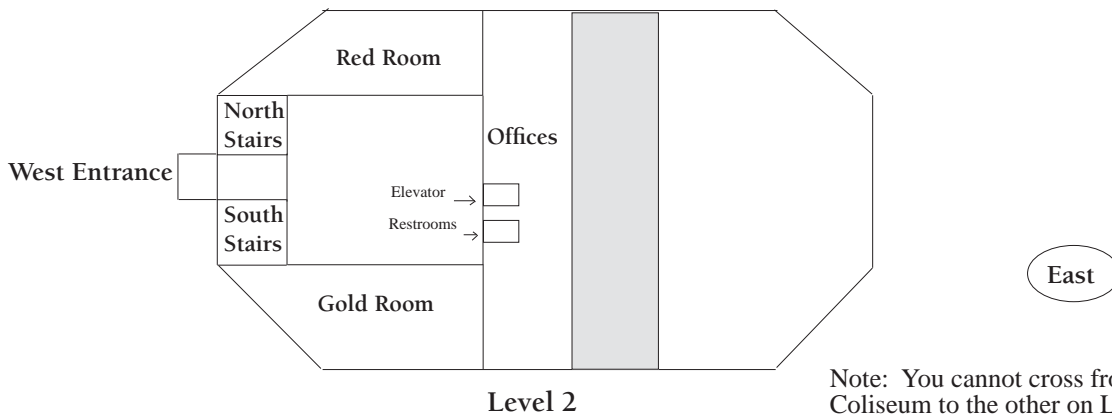


Masters Candidates (black tassel)

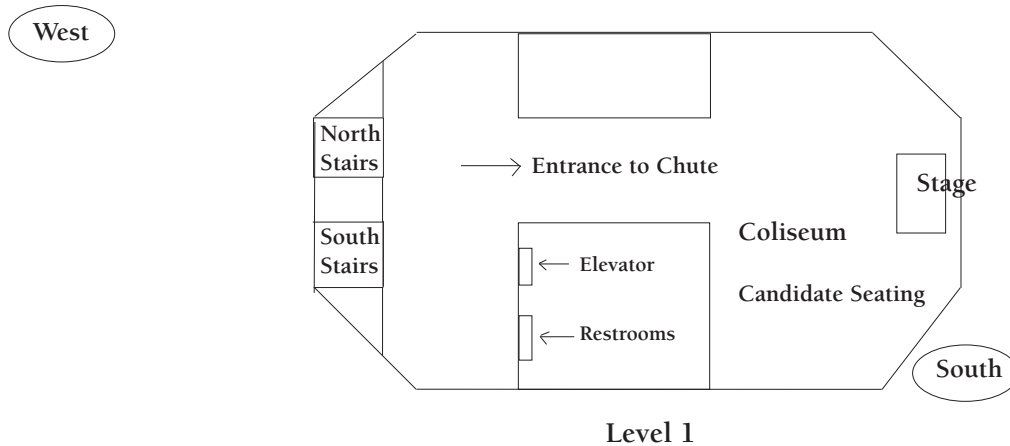
After entering, turn left and go to the northwest side of the Coliseum. Check in with staff *outside* of the entrance to sections 106-206-207 on level 3.

Ph.D. Candidates

After entering, turn right and go to Johnny's on the east side of the Coliseum on level 3. Check with staff *inside* Johnny's.



Note: You cannot cross from one side of the Coliseum to the other on Level 1 or 2.



University Ceremony and Diploma Information:

Please update your diploma mailing address and university ceremony attendance information in Access+ under *Student tab/ Diploma/Ceremony* through Tuesday, May 7th. After this date 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.

Graduation requirements will be verified *after* May 11th and diplomas will be mailed on May 31st to all candidates who have completed degree requirements.

For More Information, Contact:

The Graduation Office
210 Enrollment Services Center
Phone: (515) 294-9372
Fax: (515) 294-9925

E-mail: graduation@iastate.edu
Website: www.graduation.iastate.edu