

# IOWA STATE UNIVERSITY

## *Instructions for Undergraduate Candidates*

### *The Fall 2018 University Commencement Ceremony*

*will be held in the James H. Hilton Coliseum, on Saturday, December 15, 2018, 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 and a tassel (each college has a different tassel color) 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](http://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 at 12:00 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 3:30 p.m.

#### **The Processional**

Students will be lined up in the college line-up areas and will process into the coliseum. You can choose someone to walk with from your college, but it is not guaranteed you will sit next to them.

The processional will begin promptly at 1:30 p.m. You will be led to your seat by a Faculty Marshal. When you reach your seat, please be seated.

#### **Conferring of Degrees**

Candidates will be led to the stage by a Faculty 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. You will use the stairs located in the middle of the stage to return to your seat.

#### **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/](http://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/](http://www.flashphotography.com/) (select Contact Us tab) or phone (214) 443-9393.

#### **Recessional**

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

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

Graduation requirements will be verified *after* December 15th and diplomas will be mailed on January 15, 2019, 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, December 11th.

After December 11th, you will need to contact the Graduation Office, 210 Enrollment Services Center, by phone at (515) 294-1840 or by e-mail at [graduation@iastate.edu](mailto:graduation@iastate.edu) with any changes.

#### **Special Assistance:**

**Candidates** needing special assistance (e.g., wheelchair, sign language interpreter, captionist, etc.) prior to or during the commencement ceremony should contact Jennifer Suchan by phone at (515) 294-8381 or by email at [jsuchan@iastate.edu](mailto:jsuchan@iastate.edu) before November 30th, to make arrangements.

**Guests** handicap parking is available in the C-1/ C-2 parking lots of Hilton Coliseum. Guests can be dropped off at the lower west entrance of Hilton. There is an elevator located inside the doors.

Special accommodation seating will be available on a first-come, first-served basis. Guests in need of special accommodation seating (i.e., wheelchair seating and limited step seating) should locate an usher upon arrival in the seating area.

#### **For More Information, Contact:**

The Graduation Office  
210 Enrollment Services Center  
Phone: 515-294-1840

Email: [graduation@iastate.edu](mailto:graduation@iastate.edu)  
website: [www.graduation.iastate.edu](http://www.graduation.iastate.edu)

Over⇨

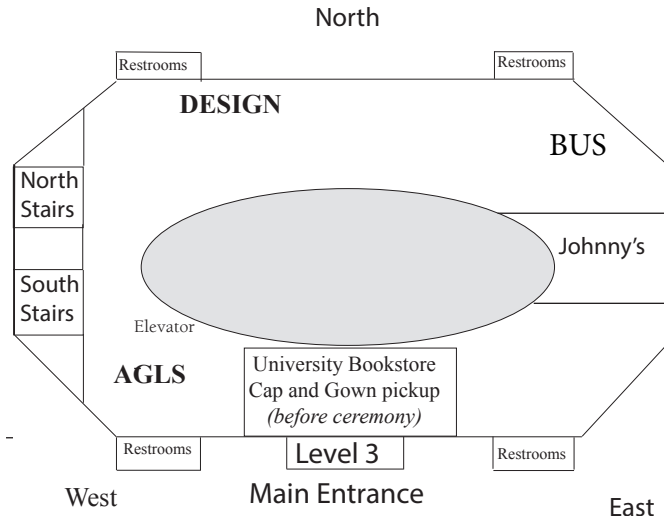
## Undergraduate College Line-Up Areas in Hilton Coliseum (Fall Semester)

### Design (brown tassel)

Entering Hilton from the South side entrance, take a left and proceed to the North side of Hilton Coliseum on Level 3 to check in.

### Agriculture and Life Sciences (maize tassel)

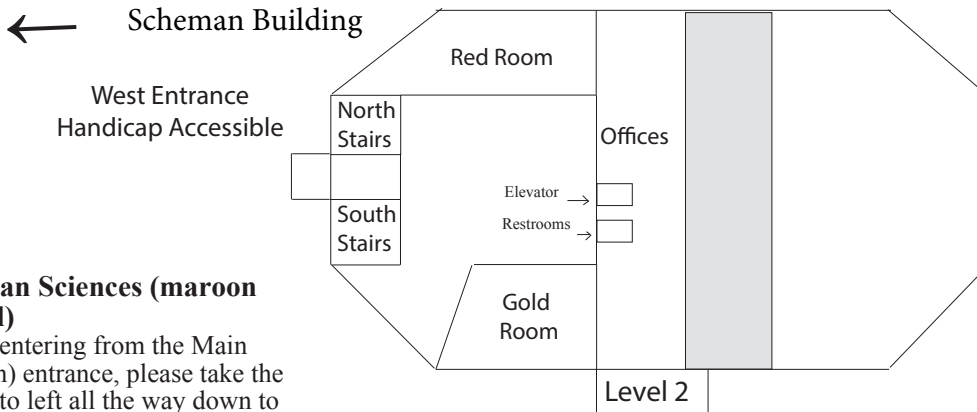
Entering Hilton from the South side entrance, please proceed to the Southwest corner of Hilton Coliseum on Level 3 to check in.



### Business (nugget tassel)

Entering Hilton from the South side entrance, take a left proceed to the Northeast corner of Hilton Coliseum on Level 3 to check in.

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



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

South

### Human Sciences (maroon tassel)

After entering from the Main (South) entrance, please take the stairs to left all the way down to the ground level. You will be lining up in the west tunnel (Level 1).

### Engineering (orange tassel)

Students will line up in the Scheman Building (located to the west of Hilton Coliseum). Enter through the south doors and proceed to the **100-level** lobb area. Check in with staff at the counter on north side of lobby.

*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.*

### Liberal Arts and Sciences (B.A. and B.L.S.-white; B.Music-pink; B.S.-golden yellow tassels)

Students will line up in the Scheman Building (located on the west of Hilton Coliseum). Enter through the south doors and proceed to the **200 level** lobby area. Check in with staff at the counter on the north side of lobby.

*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.*