

# IOWA STATE UNIVERSITY

*Instructions for Graduate College Candidates*

*The Fall 2018 University Commencement Ceremony*

*will be held in the James H. Hilton Coliseum, on Friday, December 14, 2018, at 7:00 p.m.*

## **Ticket Information**

Tickets are not required for admission into the ceremony.

## **Caps and Gowns**

**Master's candidates** are required to wear a black cap and gown and a black tassel 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)

**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](http://www.isubookstore.com/SiteText.aspx?id=551) for rental information by no later than **Friday, November 9.**

## **Line-up Areas**

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

### **Ph.D. Candidates:**

Report to Benton Auditorium in the *Scheman Building* by no later than **6:00 p.m.**

### **Master's Candidates:**

Report near the Southwest corner of *Hilton Coliseum* no later than **6:00 p.m.**

Go directly to your line-up area and check in with Registrar's staff. See map on reverse side to locate your 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 promptly at 7:00 p.m. and end at approximately 8:30 p.m.

## **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.

## **Photographs**

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.

## **Ph.D. Candidates**

Official ISU doctorate regalia (red gown) **must** be either purchased by **Friday, October 19th** or rented through the University Bookstore by **Friday, November 9th**. Regalia rented after this date may have late charges added/and or not arrive in time for the ceremony.

## **Hooding Video:**

Please view hooding demo by going to the following website <https://www.graduation.iastate.edu/university-commencement/phds>

## **Hood Information:**

The Office of the Registrar will provide each candidate with a Ph.D. hood to use during the ceremony.

**If you will be bringing your own hood** to the ceremony, contact Deb Lettow in the Graduation Office, 210 Enrollment Services Center, by email at [dsletto@iastate.edu](mailto:dsletto@iastate.edu) before Friday, December 14th.

**If you use one of the Ph.D. hoods provided by the Office of the Registrar** during the ceremony **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, by Monday, December 17th.

The hood must be returned to the Office of the Registrar, **not the University Bookstore**, by Monday, December 18th, or you will be billed \$175.00 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, contact Deb Lettow in the Graduation Office, 210 Enrollment Services Center, by email at [dsletto@iastate.edu](mailto:dsletto@iastate.edu) by Monday, December 17th, to make arrangements.

## **Photography Information for Ph.D. Candidates:**

Flash Photography will take your photograph prior to crossing the stage and again as you are being hooded and shaking hands with the President or Provost.

For more information regarding Ph.D. procedures during the ceremony go to the following website: <https://www.graduation.iastate.edu/university-commencement/phds>

## **Master's Candidates**

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. Exit the stage by way of the center staircase and return to your original seat.

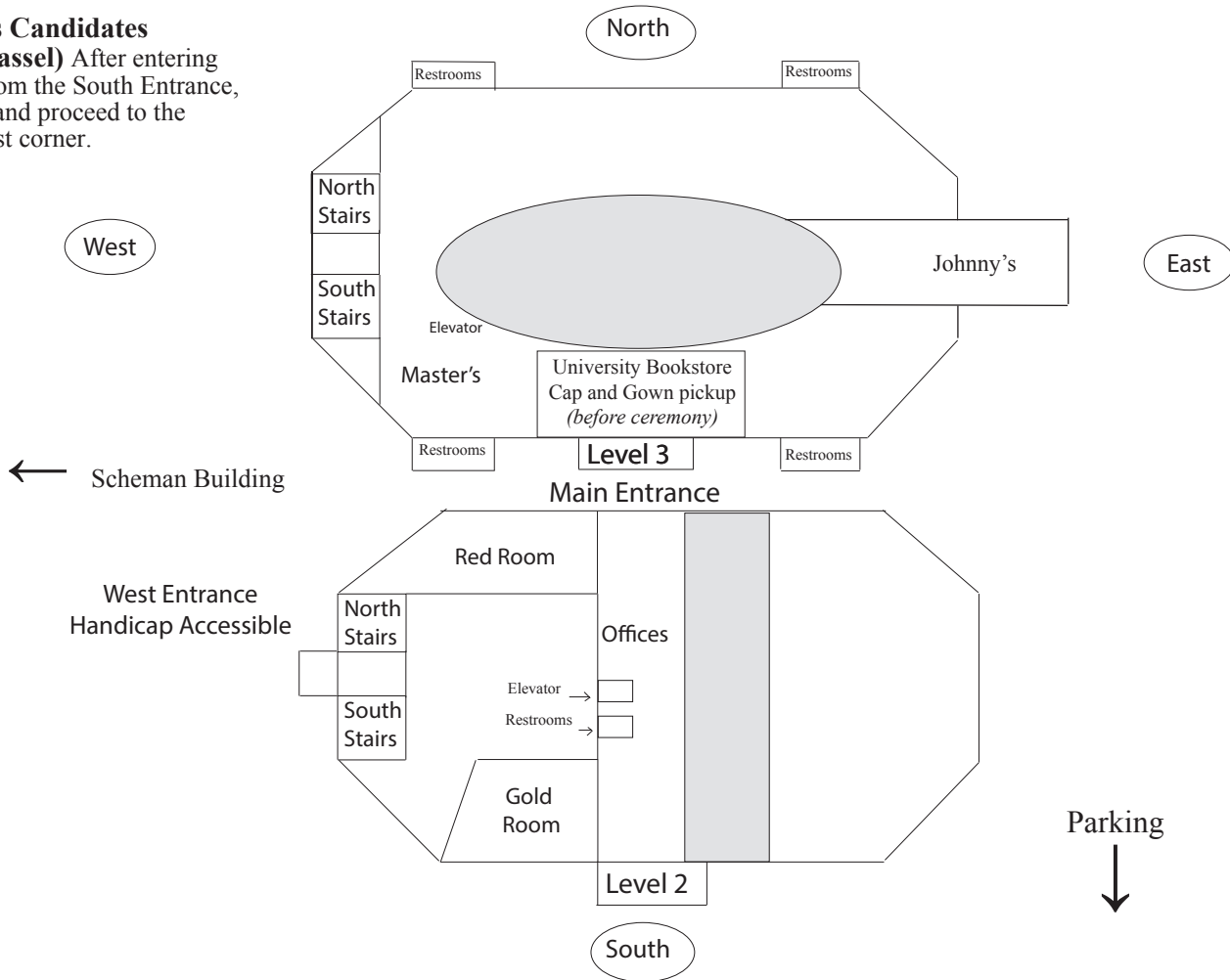
## **Photography Information for Master's Candidates:**

Flash Photography will take your photograph prior to crossing the stage and again as you are receiving your diploma cover.

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

### Masters Candidates

**(black tassel)** After entering Hilton from the South Entrance, turn left and proceed to the Southwest corner.



### Ph.D. Candidates

Candidates will line up in the Scheman Building (located to the west of Hilton Coliseum). Enter through the south doors and proceed to Benton Auditorium on the first floor. Check in with staff outside the auditorium.

**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.**

#### 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 15th, 2018, 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 December 1st, to make arrangements.

**Guests:** handicap parking is available in the C-1/ C-2 parking lots. Guests can be dropped off at the lower west entrance of Hilton Coliseum. For convenience, there is an elevator located inside the door. 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:

Graduation Office  
 210 Enrollment Services Center  
 Phone: 515-294-1840  
 Email: [graduation@iastate.edu](mailto:graduation@iastate.edu)  
 Web: [www.graduation.iastate.edu](http://www.graduation.iastate.edu)