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**Information for Graduate College Commencement Ceremony**

**Ceremony:**

* Date: Friday, December 20, 2019
* Location: James H. Hilton Coliseum
* Time: 7:00-9:00 p.m. (doors for family and friends will open at 5:00 p.m.)
* Graduates should report to their designated check-in area at 6:00 p.m.

**Tickets and Seating:**

* Tickets are *not* required for admission into the ceremony.
* Graduates may have an unlimited number of guests.
* Seating for guests is on a first come, first served basis.
* Guests in need of special accommodation seating (e.g., wheelchair seating, limited step seating, etc.) should locate an usher upon arrival.

**Concessions:**

* Light concessions (e.g., soda, water, hot dogs, nachos, pretzels, cookie cups, etc.) will be available for sale at the concession stand located on the southeast corner of Hilton Coliseum.

**Photography:**

* All photographs taken at commencement will be posted on the Flash Photography website.
	+ [www.flashphotography.com](http://www.flashphotography.com)
* Graduates will receive instructions via e-mail from the photographer on how to view and purchase photographs.
* Questions regarding photographs should be directed to Flash Photography:
	+ Website: [www.flashphotography.com](http://www.flashphotography.com) (Note. click on the *Contact Us* tab)
	+ 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.
* Guests may come to the arena floor following the recessional to greet their graduate and take photographs.

**Diploma Information:**

* Graduates can update their diploma mailing address and university ceremony attendance information in Access+ (Student tab > Graduation > Diploma/Ceremony) through Tuesday, December 17, 2019.
	+ Beginning Wednesday, December 18, 2019, graduates will need to contact the Office of the Registrar, 210 Enrollment Services Center, by phone at (515) 294-1840 or by e-mail at graduation@iastate.edu with any changes to their diploma mailing address.
* Diplomas will be mailed on Friday, January 15, 2020, to all graduates who have completed degree requirements.
* Diplomas will be available for pickup in the Office of the Registrar beginning Friday, January 15, 2020.

**Special Assistance:**

* Graduatesneeding special assistance (e.g., wheelchair, sign language interpreter, captionist, etc.) prior to, or during, the commencement ceremony should contact Jennifer Suchan via e-mail (jsuchan@iastate.edu) or phone (515-294-8381) by no later than 5:00 p.m. on Friday, December 6, 2019, to make arrangements.
* Guests needing special assistance (e.g., wheelchair seating, limited steps, etc.) should locate an usher upon arrival.
* A handicap accessible entrance is located at the lower west entrance of Hilton Coliseum.
* Handicap parking is available in the B2 parking lot.

**Master’s Candidates**

**Academic Attire:**

* Graduates are required to wear a black cap, a master's gown, a master's degree hood, and a black tassel.
* Academic attire can be purchased from the University Bookstore in the Memorial Union or via their website: <http://www.isubookstore.com/MerchList.aspx?ID=8392>
* Graduates who are being commissioned as an officer through the ROTC programs are welcome to wear their uniform.
* Graduates who need to wear specific attire for religious or cultural purposes (e.g., hijabs, etc.) are welcome to do so.

**Line-Up Area:**

* Report to NW Corner of Hilton Coliseum (top-level) at 6:00 p.m.
* Go directly to the designated line-up area and check in with one of the volunteers.
* Do not take a commencement program at the entrance, as one will be provided on your seat.
* Leave purses, coats, and other valuables with family or friends; there will not be a secure place in the line-up area to leave these items.

**Ceremony Overview:**

* Graduates will be lead to the stage by a Faculty Marshal and will be instructed when to begin crossing the stage.
* Graduates will proceed to center stage to receive their diploma tube and to shake hands with the President or Provost.
* Graduates will exit the stage via the center staircase and return to their original seat.

**Photography:**

* Graduates will have two pictures taken at the commencement ceremony:
	1. A staged photo holding a diploma tube before walking across the stage; and
	2. A candid photo shaking hands with the President or Provost.
* All photographs taken at the Commencement Ceremony will be posted on the Flash Photography website (www.flashphotography.com/)
* See “Photography” information provided above.

**Ph.D. Candidates**

**Academic Attire:**

* Graduates are required to wear the official Iowa State University doctorate regalia (i.e., Ph.D. gown, Ph.D. hood, and Ph.D. tam)
* Academic attire can be purchased from the University Bookstore in the Memorial Union or via their website: <http://www.isubookstore.com/MerchList.aspx?ID=8392>
* **Ph.D. Hood:**
	+ The Office of the Registrar will loan a Ph.D. hood to each graduate for use.
	+ Graduates who are bringing their own Ph.D. hood to the ceremony should inform Deb Lettow via e-mail at dslettow@iastate.edu by no later than Wednesday, December 18, 2019.
	+ Graduates should review the Hooding Demonstration video on YouTube: <https://www.youtube.com/watch?v=NqxuSklXq4s&feature=youtu.be>
	+ Graduates whouse one of the Ph.D. hoods provided by the Office of the Registrar will need to return it to the staff on stage immediately following the ceremony OR to the Office of the Registrar (210 Enrollment Services Center) by 4:00 p.m. on Friday, January 3, 2020.
	+ Graduates who would like to keep their Ph.D. hood longer should contact Deb Lettow e-mail at dsletto@iastate.edu

**Line-Up Area:**

* Report to Benton Auditorium - 100-level/middle-level of Scheman - at 6:00 p.m.
* Go directly to the designated line-up area and check in with one of the volunteers.
* Do not take a commencement program at the entrance, as one will be provided on your seat.
* Leave purses, coats, and other valuables with family or friends; there will not be a secure place in the line-up area to leave these items.

**Photography:**

* Graduates will have three pictures taken at the commencement ceremony:
	1. A staged photo with their Ph.D. hood draped over their arm before walking across stage;
	2. A candid photo while being hooded by their Major Professor(s); and
	3. A candid photo shaking hands with the President or Provost.
* All photographs taken at the Commencement Ceremony will be posted on the Flash Photography website (www.flashphotography.com/)
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* See “Photography” information provided above.