

IOWA STATE UNIVERSITY

Instructions for Graduate College Candidates

*The Spring 2017 University Graduate Commencement Ceremony
will be held in James H. Hilton Coliseum, on Thursday, May 4, 2017, at 7:30 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 to the ceremony. Caps, gowns, and tassels may be purchased from the University Bookstore in the Memorial Union or by visiting their website at 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 visit their website www.isubookstore.com/SiteText.aspx?id=551 for rental information.

Please note *the deadline to order doctorate regalia is Friday, April 7th*. Regalia ordered after this date may have late charges added, and/or it may not arrive in time for the ceremony.

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

Line-up Areas

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

Ph.D. Candidates:

Report to Benton Auditorium on the 100 level in the *Scheman Building* by no later than **6:30 p.m.**

Master's Candidates:

Report to the 100 level in the *Scheman Building* by no later than **6:45 p.m.**

Go directly to your line-up area and check in with Office of the Registrar staff.

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 7:30 p.m. and end at approximately 9:00 p.m.

Recessional

At the end of the ceremony, please remain standing until the platform party recessional is 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/. 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.

Ph.D. Candidates

Hooding Video:

Please view the hooding demo by going to the following website www.graduation.iastate.edu/studentinfo/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 in the Graduation Office, 210 Enrollment Services Center, by email at dsletto@iastate.edu or by phone at (515) 294-2754, before Thursday, May 4th.

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 to the Registrar's staff on stage following the ceremony or to the Graduation Office, 210 Enrollment Services Center, by Monday, May 8th.

If not returned by this date, 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 in the Graduation Office, 210 Enrollment Services Center, by email at dsletto@iastate.edu or by phone at (515) 294-2754.

Photography Information for PhD 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 PhD procedures during the ceremony go to the following website: www.graduation.iastate.edu/studentinfo/phds

Master 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 Candidates:

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

Attendance and Diploma Information:

Diplomas *will not* be handed out during the ceremony.

Graduation requirements will be verified *after* May 6, 2017. Diplomas will be available for pickup beginning May 25th, and will be mailed May 26th for 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 2nd.

Beginning 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
Email: graduation@iastate.edu
Phone: (515) 294-9372

Website: www.graduation.iastate.edu

Special Assistance:

Candidates needing special assistance (e.g., wheelchair, sign language interpreter, captionist, etc.) prior to or during the commencement ceremony should contact Jennifer, in 210 Enrollment Services Center, by phone at (515) 294-8381 or by email at jsuchan@iastate.edu before Friday, April 28th, to make arrangements

Guests needing special assistance (e.g., elderly, wheelchair, sign language interpreter, captionist, etc.) prior to or during the commencement ceremony should fill out the following webform: <http://www.graduation.iastate.edu/special-accommodations>.

If you have questions, please contact Jennifer Whalen by email at jewhalen@iastate.edu. Deadline for special seating reservations is **Wednesday, April 26th, at 5:00 p.m.** Guests needing accommodations after this date will need to speak with an usher the day of the ceremony