

IOWA STATE UNIVERSITY

Instructions for Undergraduate Candidates

*The Spring 2017 University Undergraduate Commencement Ceremony
will be held in Jack Trice Stadium, on Saturday, May 6, 2017, at 1:30 p.m.*

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 visiting their website www.isubookstore.com/SiteText.aspx?id=551

Arriving at Jack Trice Stadium

Undergraduate candidates must report to their line-up area no later than 12:00 p.m.

Upon arrival at Jack Trice, go directly to your line-up area and check in with Office of the 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 promptly at 1:30 p.m. with the processional, however we will begin moving from the line-up area to the field before this time. The ceremony will end by 5:00 p.m.

The Processional

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 sit. At the end of the processional, please stand for the Color Guard and singing of *The Star Spangled Banner*, after which you will be instructed to sit.

Conferring of Degrees

Candidates will be led to the stage by a Faculty Marshal and will be instructed when to begin crossing the stage. Please make sure you have the card given to you in the line-up area to hand to the Faculty Marshal onstage. 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 original seat.

Attendance and Diploma Information:

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

Graduation requirements will be verified **after** May 6th, with diplomas available for pickup, beginning May 25th, and 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: ww.graduation.iastate.edu

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/. 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.

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 field following the recessional to greet you and take photographs.

In the Event of Inclement Weather

By marking your attendance on the diploma/ceremony page in Access+, you will receive 4 tickets for Hilton Coliseum to hand out to family and friends (you won't need a ticket). These tickets are to be used **only** in the event of **inclement weather!!** Each guest attending the ceremony must have a ticket for entrance to the venue. Tickets can be picked up at the University Book Store (UBS) beginning Monday, April 3rd. The last day to pick these up at the UBS is Friday, May 5th at 6:00 p.m.

If the ceremony is moved to Hilton Coliseum, please go to the following locations listed by college to receive your line-up card:

AG LS- Ground floor of the Scheman Building
ENGR- First floor (100 level) of Scheman Building
LAS- Second floor (200 level) of Scheman Building
DSGN- Lower West Tunnel (floor level)
BUS- Northwest Side, Level 3 of Hilton Coliseum
H SCI- Southwest Side, Level 3 of Hilton Coliseum

Once you have filled out your card, you will be escorted to the floor of Hilton Coliseum and will be seated by a Faculty Marshal.

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, 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 accommodations 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.

**Spring 2017 Undergraduate Commencement Ceremony
College Line-Up Areas in Jack Trice Stadium**

Human Sciences
 First floor of the End Zone Club (EZC). Please go to the South side of Jack Trice to enter; you will not be able to enter the EZC from the Stadium.
Tassels: Maroon

Design
 Sections **H & T** of the upper deck seating. Sections will be split alphabetically, so please see below to ensure you end up in the correct line-up area.
-Upper Deck H: (last names A-K)
-Upper Deck T: (last names L-Z)
Tassel: Brown

Business
 Lineup areas will be in sections **V & F** of the upper deck seating. Sections will be split alphabetically, so see below to ensure you end up in the correct lineup area.
-Upper Deck F: (last names M-Z)
-Upper Deck V: (last names A-L)
Tassel: Drab

AGLS
 Please Report to the North side of the Jacobson Building
Tassel: Maize

Engineering & LAS
 Please report to the East side doors of Bergstrom.
Engineering: Orange Tassel
LAS: (B.A., B.L.S- White, B.Music- Pink, B.S. - Golden Yellow Tassels)

