

IOWA STATE UNIVERSITY

*The Fall 2013 Commencement Ceremony
will be held in the James H. Hilton Coliseum, on Saturday, December 21, 2013, at 1:30 p.m.*

Ticket Information

Tickets are not required for admission into the Ceremony.

Caps and Gowns

Bachelor and Master 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 go to their website 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 for rental information. The Office of the Registrar will provide each candidate with a Ph.D. hood to be used during the ceremony.

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. You should not wear a corsage with your cap and gown.

Arriving at Hilton Coliseum

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

Undergraduate Candidates no later than 12:45 p.m.

Master's Candidates no later than 12:45 p.m.

Ph.D. Candidates no later than 12:30 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 4:00 p.m.

Iowa State University encourages you to respect the feelings of other candidates attending the ceremony, as well as their guests. *Please turn off cell phones during the ceremony.*

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/ within 48 hours following commencement. 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.

Conferring of Degrees

Ph.D. Candidates

The Office of the Registrar will provide each candidate with a Ph.D. hood to be used during the ceremony. Instructions for the hooding portion of the ceremony will be given in the line-up area.

Ph.D. hoods are university property. ***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 30, 2013. Graduation Office hours after December 20th will be 7:30 a.m. to 4:00 p.m.

The hood must be returned to the Office of the Registrar, ***not the University Book Store***, by December 30, 2013, or you will be billed \$185.00 for replacement cost of the hood and a hold will be placed on your university record.

If you would like to keep the hood longer or will be bringing your own hood to the ceremony, contact Deb in the Registrar's Office, 210 Enrollment Services Center, by email at dsletto@iastate.edu before December 20th to make arrangements.

Candidates will be led to the stage by a marshal. Proceed to center stage with your major professor where you will be hooded and receive a diploma cover from the President. Continue across the stage and return to your original seat after exiting the stage.

Flash Photography has been contracted to take photographs as you are being hooded, shaking hands with the President and again after you exit the stage by way of the north staircase.

Ph.D. candidates should have received additional instructions from the Graduate College. Contact Linda, 1137 Pearson Hall, (515) 294-4531, if you have questions regarding procedures.

Master Candidates

Candidates will be led to the stage by a 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. Flash Photography will take your photograph prior to crossing the stage and again as you are receiving your diploma cover. Exit the stage by way of the center staircase and return to your original seat.

Bachelor Candidates

Candidates will be led to the stage by a 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. Flash Photography will take your photograph prior to crossing the stage and again as you are receiving your diploma cover. Exit the stage by way of the center staircase and return to your original seat.

Recessional

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

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

Agriculture and Life Sciences (maize tassel)

After entering, turn left and go to the northwest side of the Coliseum. Check in with staff *outside* of the entrance to sections 106-206-207 on level 3.

Business (drab tassel) Design (brown tassel)

After entering, turn left and go to the north side of the Coliseum. Check in with staff *outside* of the entrance to sections 110-111-210-211 on level 3.

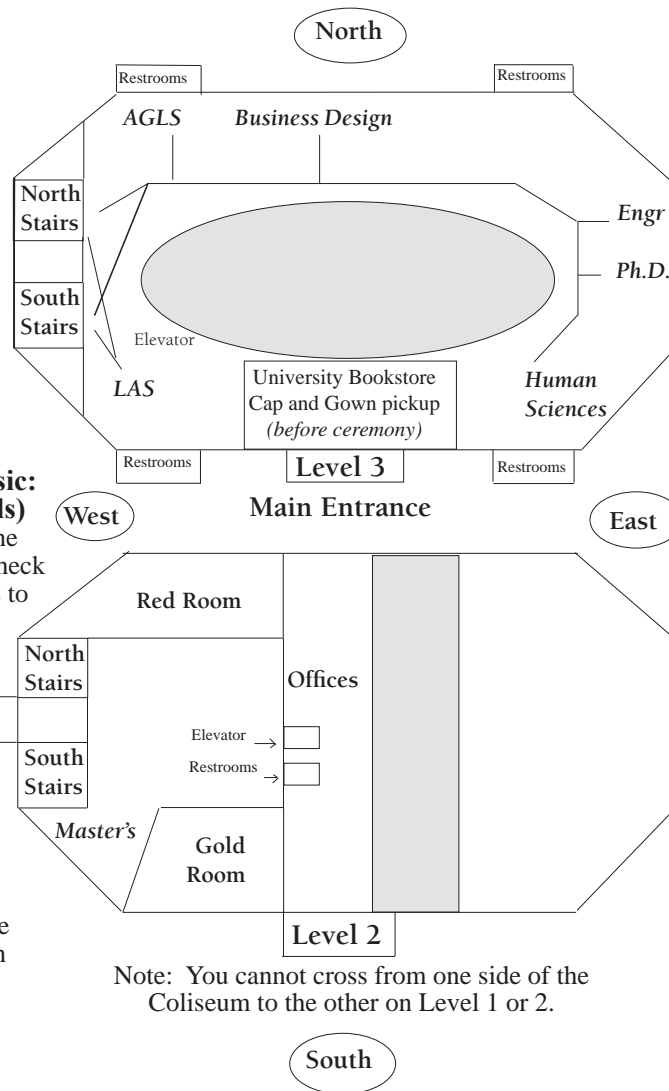
Liberal Arts and Sciences (B.A. and B.L.S.-white; B.Music: pink; B.S.:golden yellow tassels)

After entering, turn left and go to the southwest side of the Coliseum. Check in with staff *outside* of the entrance to sections 138-238-237 on level 3.

West Entrance
Handicap Accessible

Masters Candidates (black tassel)

After entering, turn left and go to the stairs on the west side of the Coliseum. Go down one level and go to the right. Follow the signs to line-up area. Check in with staff.



Engineering (orange tassel)

After entering, turn right and go to the east side of the Coliseum. Check in with staff *outside* of the entrance to Johnny's on level 3.

Ph.D. Candidates

After entering, turn right and go to Johnny's on the east side of the Coliseum on level 3. Check with staff *inside* Johnny's.

Human Sciences (maroon tassel)

After entering, turn right and go to the east side of the Coliseum. Check in with staff *outside* of the entrance to sections 126-226-225 on level 3.

University Ceremony and Diploma Information:

Update your diploma mailing address and university ceremony attendance information in Access+ (Student tab, Graduation, Diploma/Ceremony) through December 17th.

After this date 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.

Graduation requirements will be verified *after* December 20th and diplomas will be mailed on January 10, 2014, to all candidates who have completed degree requirements.

For More Information, Contact:

The Graduation Office
210 Enrollment Services Center
Phone: (515) 294-9372
Fax: (515) 294-9925

E-mail: graduation@iastate.edu

Website: www.registrar.iastate.edu/graduation/

Special Assistance

Graduates needing special assistance (wheelchair, sign language interpreter, captionist, etc.) prior to or during the commencement ceremony should contact Denise in 214 Enrollment Services Center, by phone at (515) 294-0767 or by email at dtimber@iastate.edu before December 6th to make arrangements.

Guests needing special assistance (elderly, 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) 294-9372 or by email at jewhalen@iastate.edu before December 6th to make arrangements.