

# KANSAS STATE UNIVERSITY COMMENCEMENT INSTRUCTIONS FOR DECEMBER 2011

## I. COMMENCEMENT CEREMONY SCHEDULE:

### Friday, Dec. 9, 2011

- GRADUATE SCHOOL, 1 p.m., Bramlage Coliseum.  
Report for check-in on the south concourse near Sections 25/26 of Bramlage Coliseum by noon. A reception will be held on the west concourse near Section 6 following the ceremony
- TECHNOLOGY AND AVIATION, 7 p.m., Student Life Center at K-State Salina Campus, 2310 Centennial Rd., Salina. More information on this ceremony is available at: <http://www.salina.k-state.edu/academics/commencement>

### Saturday, Dec. 10, 2011

- AGRICULTURE, 1:30 p.m., Bramlage Coliseum.  
Assemble at 12:45 p.m. in the Bramlage tunnel, enter the southeast doors.
- ARTS AND SCIENCES, 9 a.m., Bramlage Coliseum.  
Assemble at 8 a.m. in the Bramlage concourse, enter the southwest doors.
- BUSINESS ADMINISTRATION, noon, Bramlage Coliseum.  
Assemble at 11:15 a.m. in the Bramlage tunnel, enter the southwest entrance.
- EDUCATION, 10:30 a.m., Bramlage Coliseum.  
Assemble at 9:45 a.m. in the Bramlage concourse, enter the southeast doors.
- ENGINEERING, 3 p.m., Bramlage Coliseum.  
Assemble at 2 p.m. in the Bramlage concourse, enter the southwest doors.
- HUMAN ECOLOGY, 9 a.m., McCain Auditorium.  
Assemble at 8:15 a.m. in McCain music wing, rooms 201 and 204, enter through music wing doors on the northeast side of the building by the loading docks.

**Live Webcast of the Commencement Ceremonies can be found at:** <http://www.k-state.edu/graduation/>

### Virtual Commencement

A virtual commencement ceremony Web site will be available by early December for distance education degree candidates unable to attend their K-State commencement ceremony in person. The Web site, <http://www.dce.k-state.edu/students/commencement/>, includes a listing of students earning degrees through distance education, a place for family and friends to post congratulatory messages to their graduate, a commencement address, music and other commencement-related offerings.

## II. GENERAL INFORMATION FOR GRADUATES:

A. ASSEMBLY ORDER — You will assemble in alphabetical order within degree groups. Your college marshal will direct the formation of the processional march. Additionally, the marshal will give you a name card, which you will present to the commencement reader at the stage. Refer to your assembly place and time listed in the commencement ceremony schedule.

B. PERSONAL ITEMS — There is no checking area for personal items. Leave all valuables (purses, wallets, cameras etc.) at home, in the trunk of your car or with a trusted member of the audience.

C. CANCELLATION – If weather conditions make driving conditions hazardous around the Manhattan area, a cancellation notice will be provided to radio and television stations across the state.

### **III. GENERAL INFORMATION FOR GUESTS:**

A. CEREMONIES – All ceremonies are open to the public; however, seating will be limited if a college has a large number of graduates.

B. VENUE HOURS - Lobby doors at McCain Auditorium open at 7:30 a.m. Saturday, with doors to the seating area opening one hour before each ceremony; limited lobby seating is available. Lobby doors at Bramlage Coliseum open at **8 a.m. December 9 and 7:30 a.m. December 10**. Guests should enter the coliseum's northwest or northeast doors.

1. *Guests* with accessibility questions and concerns about McCain Auditorium should contact Terri L. Lee at 785-532-6425. Additional information about accessible parking and services at McCain is found in Section IV & V.

2. *Guests* with accessibility questions and concerns about Bramlage Coliseum should contact Jim Muller at 785-532-7600. Additional information about accessible parking and services is found in Section IV & V.

### **IV. PARKING:**

Public parking will be permitted in all general, student, faculty, and staff parking lots during commencement weekend. However, parking in any reserved space is still restricted to permit holders. Unauthorized vehicles parked in any reserved spaces may be towed. Use of handicapped-accessible parking spaces is restricted to vehicles with the proper permit. For more information on obtaining an accessible parking permit, contact Parking Services at 785-532-7275.

1. **McCain** – Accessible parking is available north of McCain, north of Fairchild Hall and west of Nichols Hall. McCain's north entrance, have power assisted doors at grade level.

2. **Bramlage** – Accessible parking is available in the east and west parking lots. Attendants in golf carts are available to assist patrons with mobility impairments up the exterior ramps to the main entrances. Upon request, attendants will provide assistance to help patrons to seating areas.

*To relieve traffic congestion between ceremonies, it is recommended that graduates and guests attending commencement for the colleges of Arts and Sciences, Business Administration and Engineering park in the west coliseum lot; graduates and guests attending ceremonies for the colleges of Education and Agriculture should park in the east coliseum lot.*

### **V. ACCESSIBILITY / ADDITIONAL ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES:**

#### **A. SEATING & ELEVATORS**

1. **McCain** – Seating for wheelchair users is located in the orchestra level at both ends of Row S. Wheelchair seating is limited and should be reserved by **Wednesday, December 7**. Remaining spaces will be allocated on a first-come, first-serve basis.

To make reservations for wheelchair seating, for a map, or for additional accessibility information, call Terri L. Lee at 785-532-6425.

2. **Bramlage** – Seating for wheelchair users is located in sections 9 and 17. Seating is not reserved and is available on a first-come, first-serve basis. There will be handicap seating in sections 13 & 14. Access to lower rows in each section will be available prior to and between ceremonies; access is not possible during ceremonies. Seating on the coliseum floor is reserved for degree candidates only.

The elevator in Bramlage is located on the south concourse across from Section 26, and is limited to people with mobility impairments who want to access lower seating rows. Guests may have only one person accompany them on the elevator. Please have a family member or companion hold seats in the desired seating area before accessing the elevator.

For additional information about accessibility at Bramlage Coliseum, call Jim Muller at 785-532-7600.

#### B. FM LISTENING DEVICES

1. **McCain** – FM listening devices are available for use in McCain Auditorium. Please contact the administrative office, 785-532-6425, by **December 7**, to reserve the use of this equipment. Deposit of a driver's license or major credit card is required.

2. **Bramlage** – FM listening devices are available for use in Bramlage Coliseum. Please contact the administrative office, 785-532-7600, by **December 7**, to reserve the use of this equipment. Deposit of a driver's license or major credit card is required.

#### C. SIGN LANGUAGE INTERPRETERS

Arrangements for sign language interpreters should be made through Disability Support Services, [dss@ksu.edu](mailto:dss@ksu.edu) or 785-532-6441 (V/TDD). Requests should be received by **noon Friday, December 2, 2011**.

## **VI. DEGREE REQUIREMENTS:**

A. GRADES in all K-State degrees must be entered into iSIS by instructors by **5 p.m. on December 20, 2011**.

B. STUDENTS receiving bachelor's degrees must provide official transcripts for all transfer work applied to the degree to the Admissions Office, 119 Anderson Hall, by **January 4, 2012**.

C. GRADUATION *clearance applications* are available electronically in your iSIS Student Center. If obtaining multiple degrees, applications need to be submitted for each degree.

D. UPON CONFIRMATION of degree requirements and clearance of all financial delinquencies, bachelor's degree diplomas will be mailed by the middle of March, while master's degree diplomas will be mailed in February. Doctoral candidates receive their diplomas at the Graduate School commencement ceremony. All degree candidates should make sure their correct diploma mailing address is entered for Degree/Diploma in your iSIS student center by **January 12, 2012**. This is essential for ensuring timely receipt of your diploma, particularly if you will be moving from the Manhattan area following graduation.

E. CANDIDATES who apply for December 2011 graduation will be listed in the university's commencement program if their graduation application is cleared by the program's publication deadline which is, **October 19, 2011**. The program is available at all commencement ceremonies; however, listing in this publication does not mean that a candidate has met all qualifications for a degree. Diplomas will be awarded only to students who successfully complete all degree requirements.

F. CANDIDATES who apply for December 2011 graduation but who are not able to complete all requirements to meet above deadlines must reapply for graduation at a later date. Contact your dean's office for instructions.

## **VII. TRANSCRIPT REQUESTS:**

In order to obtain official copies of transcripts, all financial obligations to Kansas State University, such as traffic and library fines, must be cleared. Degree candidates who have checked out university keys also must return them to 109 Dykstra Hall, 8 a.m. to 4 p.m. weekdays, or their transcripts will be held. Beginning Fall 2011, transcripts must be ordered online. For more information, or to submit an order, please visit: [www.k-state.edu/transcripts](http://www.k-state.edu/transcripts) . Please note graduating students will have until **December 30, 2011**, 14 days following the end of the semester, to submit an order for a transcript at no charge. Please make sure to select hold for degree when submitting transcript requests to ensure any degrees earned will be included. (Note: Degrees earned will be available on transcripts **January 17, 2012**) The diploma that students receive following graduation cannot be expedited. Thank you.

## **VIII. OBTAINING ACADEMIC APPAREL:**

All degree candidates participating in December commencement ceremonies will wear academic apparel. On campus, academic apparel may be purchased or rented from the K-State Student Union Bookstore.

A. BACHELOR'S CANDIDATES participating in fall commencement exercises will wear a cap, gown and tassel. These items are purchased through the K-State Student Union Bookstore website. Go to [www.kssubookstore.com](http://www.kssubookstore.com) to complete your purchase. Please allow time for shipment to your home or for pickup in the bookstore. Price for the cap, gown and tassel before tax is \$39.99. **IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS, PLEASE CONTACT THE BOOKSTORE STAFF, THEY WILL BE GLAD TO HELP YOU.** The bookstore phone number is 785-532-6583. If you want to email a question or concern please email Carolyn Rose at: [crose@kssubookstore.com](mailto:crose@kssubookstore.com)

B. ALL MASTER'S CANDIDATES participating in fall commencement exercises will wear a master's cap, gown, hood, and tassel. The master's regalia is different than the Bachelor's regalia. A Bachelor's gown is not suitable for participation in the Master's graduation ceremony. These items are purchased through the K-State Student Union Bookstore website. Go to [www.kssubookstore.com](http://www.kssubookstore.com) to complete your purchase. Please allow time for shipment to your home or for pickup in the bookstore. Price for the Master's cap, gown, hood and tassel before tax is \$74.99. **IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS, PLEASE CONTACT THE BOOKSTORE STAFF, THEY WILL BE GLAD TO HELP YOU.** The bookstore phone number is 785-532-6583. If you want to email a question or concern please email Carolyn Rose at: [crose@kssubookstore.com](mailto:crose@kssubookstore.com).

C. ALL DOCTORAL CANDIDATES (PHD AND VET MED), AND ALL MASTERS AND DOCTORAL FACULTY rent their regalia through the K-State Student Union Bookstore. Please call or come in to the bookstore to rent your regalia. We will need your height, weight, degree title and in the case of Faculty, what institution you received your degree from. Payments must accompany all orders and are nonrefundable.

Orders placed after the close of business on **October 28, 2011** will incur a \$20.00 late fee and cannot be guaranteed as to color and/or size. The ABSOLUTE last day to place an order for Rental Apparel is at the close of business on **November 10, 2011**. Rental apparel is not shipped. Rentals are to be picked up at the K-State Union Bookstore.

**Master's Faculty Rental Fees:**

Cap/Gown/Hood/ Tassel	\$60.99
Cap/Gown/Tassel	\$35.99
Hood Only	\$32.99
Steaming Charge	\$8.00
Late Fee charge for orders places after close of business on <b>October 28, 2011</b>	\$20.00

**Ph.D and DVM Faculty Rental Fees:**

Cap/Gown/Hood/Tassel	\$62.99
Cap/Gown/Tassel	\$36.99
Hood Only	\$33.99
Steaming Charge	\$8.00
Late Fee charge for orders places after close of business on <b>October 28, 2011</b>	\$20.00

1. The rented regalia can be steamed for an additional \$8.00 charge. In most cases, the rented regalia can be picked up at the bookstore starting at **8:00 a.m. on Thursday, December 8, 2011**.
2. *Graduate students* who rent their doctoral apparel and faculty members may return regalia at Bramlage Coliseum or return the items to the Union Bookstore following the Graduate School Ceremony. All items including the cap, gown, hood and tassel need to be returned.
3. All rented academic apparel returns must be made to the bookstore by **12:00 p.m. on Monday, December 12, 2011**.

D. FINE QUALITY GRADUATION REGALIA also may be purchased through the bookstore by graduation candidates and faculty. There are different styles and fabrics to choose from in fine quality apparel. To insure delivery before graduation, orders must be placed 7 weeks prior to commencement. Prepayment is required when the order is placed. Free rental will be provided if purchased apparel cannot be made in time for the commencement exercises. Please contact the Bookstore about the fine quality apparel and ask for Carolyn Rose or Jenny Brazzle.

**IX. WEARING OF ACADEMIC APPAREL:**

Traditionally, graduation regalia is not ornamented. Wearing of corsages, boutonnieres or any other ornamentation is not appropriate to academic protocol.

**A. TASSEL PLACEMENT:**

1. *Bachelor's candidates:* Place tassel on right side of mortar board. Following conferral of degree, place tassel on left side.
2. *Master's and doctoral candidates:* Place tassel on left side of mortar board.

**B. MORTAR BOARDS:**

1. Wear it squarely on top of the head, board parallel to the floor; not cocked to the sides, forward or back.

### C. HOODS:

1. *Master's candidates*: Wear hoods during all academic ceremonies. Marshals will be available to assist you with the proper manner to wear a hood.
2. *Doctoral candidates*: The candidate's major professor will carry the hood in approaching the platform. Major professors will hood the candidates during the ceremony.

D. HONOR CORDS (bachelor's candidates only): The cords are attached to the gown on the wearer's left shoulder. They are distributed by the deans' offices to qualified degree candidates.

## **X. PRINTED ANNOUNCEMENTS:**

Several packages of graduation announcements are available in different styles through the K-State Student Union Bookstore website [www.kssubookstore.com](http://www.kssubookstore.com). You can order these the same time you order your regalia and it will all be shipped together or you can pick it all up together in the bookstore. Samples of the announcements are available for you to look at in the bookstore. The announcements are specially imprinted for each graduate and can include the major or dual major minors, concentrations, college ceremony date, time and place. Be sure to have all the correct information for your specific degree ready when you place your order. If you have any questions or concerns, please contact the bookstore at 532-6583 or Carolyn Rose at [crose@kssubookstore.com](mailto:crose@kssubookstore.com)

## **XI. K-STATE STUDENT UNION FOOD SERVICE:**

**Saturday, December 10**, a special commencement buffet will be served from 11 a.m. to 2 p.m. in the Grand Ballroom, located on the second floor. The buffet features a full menu that consists of a variety of salads, side items, entrée's, breads and gourmet desserts. The all-inclusive meal price is \$17.50 for adults and \$8.75 for children 12 years and under. For reservations and menus call the K-State Student Union Catering Office at 785-532-6068. The deadline for reservations is **Wednesday, December 7**. Acceptable methods of payment are cash, check, or credit card. Pre-payment and reservations are required: no walk-ins will be accepted.

## **XII. PHOTOGRAPHY/DVDs OF CEREMONIES:**

Professional photographers will take a photo of the presentation of your diploma cover as a service to you and your family. This optional souvenir photo is available for purchase with no obligation on your part. You will be contacted directly by the company after commencement.

- A. BRAMLAGE COLISEUM — State fire laws and coliseum safety policies prohibit individuals from standing in the aisles to take photographs.
- B. McCAIN AUDITORIUM — State fire laws and auditorium safety policies prohibit individuals from standing in the aisles to take photographs. For best results, use a film speed of ASA 400 or faster and no flash since flash photography is ineffective in the auditorium. Use of video cameras is allowed; however, there are no outlets available for a 120-volt AC feed. Photos and videos may be taken for a limited time following each ceremony in designated areas in the lobby and side galleries.
- C. DVDs of the commencement ceremonies also can be purchased through the K-State Student Union Bookstore. To place an order, contact the bookstore at 785-532-6583.

## **XIII. SOUVENIR DIPLOMAS:**

The K-State Student Union Recreation Center will reproduce diplomas on metal (gold or silver finish) and mount them on a walnut plaque for display purposes. The original diploma is not harmed by the process. The

cost for December graduates is \$51.00 (tax included) until **April 13, 2012**. Afterward the price is \$63.00. For delivery within the United States, add \$5 for shipping and handling. Delivery outside the United States is the responsibility of the graduate.

**XIV. FUTURE ADDRESS CHANGES:**

The K-State Alumni Association keeps addresses on all graduates to ensure they receive relevant K-State information in the future. Please be sure to complete the Graduate Report and return it as directed. After graduation, please inform the K-State Alumni Association of any name, address, job or marital status changes by contacting: K-State Alumni Association, Alumni Records Department, 1720 Alumni Center, Manhattan, KS 66506-6600 or call 785-532-6260.

**XV. PERSONAL COMMENCEMENT CHECKLIST:**

Have you ...	Yes	No
Completed the application for graduation and received graduation clearance approval from your dean's office...	—	—
Made arrangements for guests with disabilities.....	—	—
Ordered cap, gown, invitations.....	—	—
Checked ceremony location, time, date information.....	—	—
Cleared financial obligations.....	—	—
Updated your information with K-State Career and Employment Services, Registrar's Office and Alumni Association.....	—	—

**XVI. QUESTIONS**

For more information and assistance, contact your college dean's office.