

INDIANA UNIVERSITY SOUTHEAST COMMENCEMENT INSTRUCTIONS FOR MAY 2010

Commencement Day Procedures

Outdoor

- The **outdoor** ceremony will be held in the amphitheater behind Knobview on the IU Southeast campus, weather permitting. If inclement weather is a possibility, the University will decide on the morning of May 10 if indoor commencement ceremonies are required. Check www.ius.edu for the announcement.
- **Plan to assemble at 3 p.m. on Alumni Drive — in full academic attire — with the other graduates from your school.** (There will be no designated area for students to change into their cap and gown. Alumni Drive is located in front of the Ogle Center.) The flags of each school will be displayed. Once you assemble in your school's area, get your name card from the staff marshal and get ready for the processional. If you have questions, or need help keeping your cap pinned on, seek out the assistance of one of the campus volunteers.
- The march down the hill, passing through the spectators and into the graduate seating area in front of the amphitheater, is one of IU's most memorable processions. Savor the moment and feel proud of your accomplishments!
- If you are in need of assistance in crossing the stage at commencement, please contact any commencement volunteer as soon as you arrive on campus. We will make special arrangements for you.

Rain Site

- If commencement is moved indoors due to inclement weather, commencement ceremonies will be held in the IU Southeast Activities Building (Gym). If inclement weather is a possibility, the University will decide on the morning of May 10 if indoor Commencement ceremonies are required. Check www.ius.edu for the announcement.
- In order to better accommodate you and your guests, there will be **two rain site commencement ceremonies. See the list below to determine if your school is in the 1 p.m. or 4 p.m. ceremony.** Students should arrive already dressed in regalia. There is no designated area for students to change into their regalia.
- Included in your cap and gown packet are **four** rain site tickets. In order to comply with fire code, we can only provide each student with four tickets. Only those guests with rain site tickets will be granted admission into the ceremony. If you have more than four guests who wish to celebrate with you, overflow seating is provided in Hillside Hall (HH) room 104.
- There are no reserved seats for the public.
- If you are in need of assistance in crossing the stage at commencement, please contact any commencement volunteer as soon as you arrive on campus. We will make special arrangements for you.

- The Athletics Building does not accommodate the space needed for a student processional. Please immediately find a seat with your respective school.
- **1 p.m. – Rain Site Commencement for the following schools:
(Gather at Activities Building by 12:15 p.m. for 1 p.m. Rain Site Ceremony)**

Arts & Letters *Natural Sciences*
Continuing Studies *Social Sciences*

- **4 p.m. – Rain Site Commencement for the following schools:
(Gather at Activities Building by 3:15 p.m. for 4 p.m. Rain Site Ceremony)**

Business *Nursing*
Education

Academic Regalia

Tassel Placement: *Bachelor's candidates:* Place tassel on right side of mortar board. Following conferral of degree, place tassel on left side. *Master's candidates:* Place tassel on left side of mortar board.

Mortar Board (your cap): Wear it squarely on top of the head, board parallel to the floor; not cocked to the sides, forward, or back.

Fourragères (Honor Cords): Fourragères should be worn pinned to the left shoulder of your gown. Pin the fourragères halfway between the shoulder seam and the collar. The loop will drape over the outside of the sleeve with two cords hanging in front and two in back of the sleeve. **Your arm should NOT go through the loop.**

Stole of Gratitude: *Bachelor's candidates:* Every graduate has had a special person who, through moral or financial support, made a big difference in her or her life. The Stole of Gratitude offers an opportunity to say, “*Thanks for helping me make it through, thanks for making it possible for me to succeed!*” After the ceremony, the new graduate presents the Stole of Gratitude to someone who provided extraordinary support or who has helped with wisdom, words of encouragement, or financial assistance. Immediately after graduation, the graduate may take the stole from around his/her neck and place it around the neck of the recipient. If more than one stole is worn during commencement, they symbolize multiple persons will receive Stoles of Gratitude. Presenters often write a few words of love and appreciation on the back of the Stole using a permanent, fine tipped marker. Friends and family of the graduate may autograph the front or back. The Stole of Gratitude is a lasting symbol of love, appreciation, and academic accomplishment.

REMINDER: Gowns (and hoods, if applicable) must be returned immediately following the ceremony in the Commons in University Center (lower level). In the event of rain, gowns must be returned to the upper level of the Athletics Building (concession stand). Look for signs marked “gown returns”. If you do not return your gown, you will be charged a fee and your university records may be placed on hold.

Photography Services

Photographers will be onsite and will take your photo as you receive your diploma cover on stage. You will have the option to view and purchase photos. At the outdoor ceremony, there is a family photo section. The section is at

the bottom of the stairs, at the end of the hill. No place will be provided for family photos in the Athletics Building.

Post-Commencement Reception

All graduates and the commencement audience are invited to attend a free public reception for graduates immediately following the ceremony. If commencement is held outdoors, the reception will be held in the Hoosier Room in University Center. If commencement is held in the Athletics Building, the reception will be held on the third floor of the Library Building on campus. Complimentary refreshments will be served.

Information For Guests

- A special area will be available for family members to take pictures of graduates as they are presented with their diploma covers at our outdoor ceremony. Photographers are asked to be considerate of others and enter the special area for taking pictures only when their graduate is going on to the stage. Also, studio pictures will be available for graduates – and their friends and family – after the ceremony in the reception location. If we are forced to host commencement in the Athletics Building, there will be no family area for graduate photos.
- Parking is first come, first served. There will be limited shuttles available to transport guests across campus. When utilizing the shuttle, please be considerate of those who have limited mobility. Guests requiring handicapped parking for the outdoor ceremony should enter via the northernmost entrance off of Grant Line Road and look for signage or ask a parking volunteer for assistance. Handicapped parking for the outdoor ceremony is available in the first two tiers of Hickory Parking. Handicapped parking for the rain site is available close to the Athletics Building.
- Seating is also first come, first served at the outdoor ceremony. There are no reserved seats for the public. We hope every seat is “good,” but the close seats always go first. For the outdoor ceremony, lawn chairs are also allowed.

Frequently Asked Questions

- **Can I keep my gown?** No. Gowns must be returned the day of commencement. If a student does not return his/her gown, he or she will be fined \$600 and their university record may be placed on hold.
- **I have the wrong tassel, what do I do?** Let one of the volunteers near where you line up know that your tassel is the wrong color and they will see about getting you the correct color tassel.
- **I have lost my tassel, what do I do:** You will need to go to the Bookstore to purchase a new tassel. If you discover upon reporting to campus on the day of commencement that you have misplaced your tassel, please see a commencement volunteer.
- **I forgot to rent a cap and gown, how can I rent one?** The Bookstore has a very LIMITED order of extra gowns for Commencement. You will have to check with the Bookstore on availability.
- **How do I get to campus?**
 - From Westbound I-64 (from Louisville):

- Cross the Sherman Minton Bridge and drive North to I-265 East. Take I-265 to the second exit (Exit 3), which is Grant Line road. Turn left (North); drive one quarter mile to the IU Southeast main entrance.
 - From Eastbound I-64 (from Evansville, Corydon, etc.):
 - Drive to I-265 East. Take I-265 to the second exit (Exit 3), which is Grant Line Road. Turn left (North); drive one quarter mile to the IU Southeast main entrance.
- **Where is the commencement site on campus?** Please note the locations of the amphitheater and Athletics Building on a campus map.
- **Where do I park?** Please consult a campus map.