



IU BLOOMINGTON
GRADUATE
COMMENCEMENT

HANDBOOK 2017

IU Bloomington Commencement
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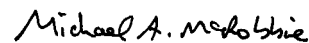
#iubgrad17

Dear Graduate,

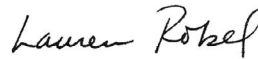
Please accept our heartfelt congratulations on your upcoming graduation. This occasion will be a public celebration and recognition of your accomplishments. Your degree reflects years of dedication and hard work, and it will be a valuable indication that you have prepared well for the challenges of our ever-changing world. As a graduate of Indiana University, you will be joining a group that is now approximately 700,000 strong, and your success in future endeavors will enrich the life and the history of this great institution.

We look forward to joining you at Commencement, and, again, we extend our sincere congratulations and best wishes.

Yours sincerely,



Michael A. McRobbie
President



Lauren Robel
Provost and Executive Vice President

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Get Ready . . .

The May 2017 Graduate Commencement Ceremony

The Graduate Commencement ceremony will be held Friday, May 5, at 3 p.m. in Simon Skjodt Assembly Hall, 1001 E. Seventeenth Street. It is open to candidates for these postbaccalaureate degrees:

All Master's Degrees

Ph.D.'s

Doctors of

- Audiology
- Education
- Music
- Music Education
- Optometry

Artist Diplomas

Performer Diplomas

Specialist Degrees

Note: The IU Maurer School of Law holds a separate event on Saturday, May 6. Call 812-855-4809 for more information.

Determine Your Eligibility

You are eligible to graduate at the 2017 May Commencement if you are a candidate for a graduate degree who has completed all requirements for graduation by May 2017 or who will complete them by August 2017.

Candidates completing degree requirements between September 1 and December 31 participate in the December ceremony. There is no summer ceremony.

**Commencement is free and open to the public.
There are no tickets and no reserved seats.**

Get Ready

Apply to Graduate

Degree candidates must apply to graduate in order for school recorders and the registrar to confirm final grades. Each school or department has its own procedures and deadlines for applying for graduation. See your recorder or advisor for more information.

If you miss established application deadlines, your name will not appear in the Commencement program booklet. No exceptions. If you don't apply at all, you won't graduate. If you haven't yet applied to graduate, contact the recorder of your degree-granting program as soon as possible. If you applied to graduate for a previous date, you need to change your graduation date through the recorder.

Specific school application information, email addresses, and phone numbers are on the IU Bloomington Commencement website under "Student Info."



Your Graduation Checklist

- Apply to graduate by contacting your school's recorder. See page 4.
- Order your cap and gown at GradFair on February 15 or 16, or online at herffjones.com/iu. Order by March 24 to get the best price. Rates go up on March 25. See page 6.
- Doctoral candidates: If you will be hooded at the Graduate Commencement ceremony by your dissertation advisor, a mentor, or another faculty member, make sure he or she has or plans to order academic apparel and knows where you will meet each other on Commencement day.
- Have a Commencement portrait taken during GradFair. See page 6.
- Find out when your school or department is holding its own celebration or recognition event. It may or may not be on the same day as your Commencement ceremony, and you'll want to attend both. See page 15.
- Book hotel and restaurant reservations as soon as possible. Submit visa applications for international guests. See pages 8–9.
- Make prior parking and seating arrangements for guests who use wheelchairs. More information is on the Commencement website and on pages 9–10.
- Pick up your cap, hood, and gown May 1–5. See page 7.
- Return your hood and gown to the Heff Jones trailer on the grounds of Memorial Stadium by 6 p.m. on Saturday, May 6.
- Keep up with current Commencement news at commencement.iu.edu, on Facebook at [IndianaUniversity](https://www.facebook.com/IndianaUniversity), and on Twitter at [@UnivEventsIU](https://twitter.com/UnivEventsIU).

Get Set . . .

Caps and Gowns

All candidates for degrees must wear custom IU apparel at Commencement. Students rent their gowns and hoods and return them after the ceremony. Students keep their caps and tassels.

There are two opportunities to order:

- In person at Spring GradFair on February 15 or 16, 10 a.m.–5 p.m., in the Frangipani Room of the Indiana Memorial Union (and while you're there, you can have a graduate photo taken in a cap and gown or business attire).
- Online at the website of Herff Jones, IU's licensed Commencement vendor: herffjones.com/iu.

Hoods

- All graduate students wear hoods bearing colors that reflect their disciplines. Almost all master's candidates receiving degrees through the University Graduate School wear white, representing the arts and sciences. Master's candidates receiving their degrees through other schools wear the colors of those schools (e.g., pink for music, salmon for public health).
- All candidates receiving a Doctor of Philosophy (Ph.D.) wear a hood lined in royal blue velvet.
- All candidates for doctorates other than a Ph.D. wear the color of their discipline (e.g., light blue for education, pink for music, aqua for optometry).

Order by Friday, March 24, 2017, to get the best price. Prices go up on March 25.

The rental fee for master's caps and gowns is \$81.80, plus 7% sales tax. A late fee of \$75 takes effect on March 25.

The rental fee for doctoral apparel is \$99.60, plus 7% sales tax.

If You Miss the Deadline to Order: Online orders close Friday, March 31, 2017. Students who fail to order by March 31 may rent a cap and gown during distribution week, May 1–5. Caps and gowns will be available that week on a first-come, first-served basis. Available sizes may vary, and lines can be long. Late fees will be charged.

Cap and Gown Distribution

- May 1–4: IU Bookstore, 8 a.m.–5 p.m.
- May 5: Gladstein Fieldhouse, 9 a.m.–noon

You must have a picture ID to pick up your apparel.

If someone else is picking apparel up for you, that person must have a copy of the receipt you received in person or via email—and a note from you indicating permission to collect your cap and gown.

All apparel must be returned to the Herff Jones trailer on the grounds of Memorial Stadium by 6 p.m. on Saturday, May 6. Failure to return apparel may result in a penalty fine.

Hooding How-To

All candidates for Ph.D.'s and other doctorates will be introduced during Graduate Commencement, and all will be hooded on the floor in front of the stage.

Students will process into Simon Skjodt Assembly Hall and be seated by school. In most cases, they will walk and sit with their faculty mentors. Students who do not have mentors will be hooded by Commencement marshals.

- You will carry your own hood, unfolded and draped over your left arm.
- When you arrive at Gladstein Fieldhouse, pick up and complete two name cards, which will be given to the announcer to introduce you during the ceremony. Print legibly, and provide pronunciation if your name may be unfamiliar to the announcer.
- When candidates from your school are called forward by the provost, stand and follow the directions of the marshals, who will lead you to the stage.
- You will take the stairs to the stage. If you have accessibility needs, please call 812-855-3762 before April 30 for accommodation.
- After your introduction, you will greet the president, the provost, and your dean onstage.
- Upon leaving the stage, meet your mentor or marshal in front of the stage. Face away from the stage, remove your cap, and wait as the faculty member places the hood over your head from behind.
- Return to your seat, along with your faculty mentor.
- You're encouraged to watch the video **"How to Wear a Doctoral Hood"** on the Commencement website.

Touch Base with Your Mentor

Candidates for Ph.D.'s and other doctorates are responsible for reminding their mentors to order their own apparel and to meet up with them in Gladstein Fieldhouse before the ceremony.

Go!

Make Sure You Book the Right Nights!

Almost all graduates are invited to take part in two events: their school's recognition event, and formal Commencement exercises. In many cases, the recognition celebration is on one day, and Commencement is on another. Families and friends should take the schedule into account when making travel plans and booking accommodations for IU Bloomington Commencement weekend.

Travel and Lodging

The Bloomington area has more than 2,000 hotel rooms, plus a number of suites, cabins, and guesthouses to accommodate the several thousand guests who come for Commencement. Each lodging property has specific reservation policies for Commencement, most taking reservations a year in advance and requiring a two- or three-night stay, with an increase in rates. Rooms go quickly, so visitors are encouraged to call as soon as reservations can be made. The inventory does change throughout the year, however, as cancellations are made. The Visit Bloomington website keeps track of availability and can provide assistance in finding rooms. Check visitbloomington.com or call 800-800-0037.

Hotels may also be available in nearby communities such as Bedford, Nashville, Columbus, and Martinsville (under 40 miles away). In addition, downtown Indianapolis and Greenwood are within 50 miles of Bloomington and have a wide selection of hotels.

Depending on ongoing highway construction, it may take two hours or longer to travel from Greenwood or Indianapolis to Bloomington. Additional information is available on the Commencement website.

Visas for International Guests

The Office of International Services (OIS) helps guests who will be traveling internationally to attend Commencement. Please go to istart.iu.edu. Log in to the secure server. Follow the links to "Letter of Invitation." A notarized letter of invitation is then prepared for international family members. You will receive an email message when the letter is ready, and any questions you have can be answered when you pick it up from OIS. Please allow sufficient time to receive that letter and apply for a visa.

Simon Skjodt Assembly Hall Accessibility

Specially trained Commencement organizers provide a number of services for guests who need a helping hand. We strive to meet all needs of those who require assistance on Commencement day, and we ask for your patience. More than 6,000 people attend the ceremony, and it can take a little extra time and effort to make sure that guests in wheelchairs and with limited mobility enjoy the day and are comfortable.

Guests in Wheelchairs: Prior Arrangements Required

- Special parking and seating arrangements are available for guests in wheelchairs, but **arrangements for special seating and parking passes must be made in advance**. To make arrangements, contact University Events at 812-855-4723 or gradADA@indiana.edu.
- Parking for guests in wheelchairs is available in a designated lot off Seventeenth Street. Use gate 4 to enter. Drivers presenting the appropriate IU Commencement parking passes or state-issued accessibility tags will be permitted to park in the accessibility lot.
- Once the car is parked, parties may proceed to the north door of Simon Skjodt Assembly Hall, where they will find uniformed ushers available to assist guests in wheelchairs. Golf carts will also be available to transport only those guests who are unable to walk. Ushers will escort complete parties to their seats.
- Seating in the wheelchair section is extremely limited.
- Some members of large groups will be directed to other seating.
- IU must request that wheelchair users bring their own wheelchairs.

Guests with Limited Mobility: Prior Arrangements Not Needed

- Guests who have any difficulty walking, going up and down ramps, or climbing stairs—and individuals who use walkers or canes—should be dropped off at the north door of Simon Skjodt Assembly Hall.
- **The needs of these guests will be accommodated on the day of the ceremony. Prior arrangements are neither needed nor made.**
- Drivers should enter the Simon Skjodt Assembly Hall parking lot via gate 4 off Seventeenth Street and follow the directions of the uniformed parking attendants.
- Once inside Simon Skjodt Assembly Hall, convenient special seating for guests with limited mobility will be available on a first-come, first-served basis. Guests will **not** need to climb stairs or go up ramps to reach this section.
- Parties must be complete before being seated. To accommodate everyone's needs, large parties may be asked to separate, with some patrons watching the ceremony from a general seating area. Guests may not save seats in Simon Skjodt Assembly Hall.

State-Issued Accessibility Tags

- Guests arriving in vehicles bearing state-issued accessibility tags should park in the accessibility parking area, lot 4, off Seventeenth Street.

Guests with Hearing Impairments

- Closed captioning and American Sign Language interpreters will be provided.
- On request, ushers will direct guests with hearing impairments to designated seating.

Commencement Day

Where Do We Go?

IU Bloomington holds its Graduate Commencement ceremony in Simon Skjodt Assembly Hall, which is directly west of Gladstein Fieldhouse. The address is 1001 E. Seventeenth Street, Bloomington, IN 47408. Graduates line up in Gladstein Fieldhouse.

Where Do We Park?

Please use the following gates to enter the Simon Skjodt Assembly Hall parking lot (uniformed attendants will assist you):

Gates 2, 5, 6, and 8: For all guests.

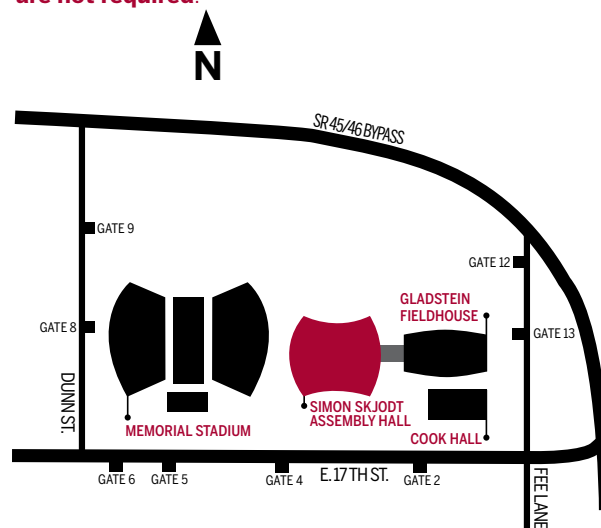
Gate 4: For cars bearing accessibility hang tags and license plates, and for entry to the accessible parking lot (see pages 9–10). All other guests may also use gate 4.

Gate 12: For graduates who are unaccompanied by friends or family.

Gate 13: For vehicles with persons in wheelchairs only. Special pass required. See page 9.

Parking is free on Commencement day. Allow plenty of time. Traffic will be heavy, and Bloomington's streets are narrow.

There is no reserved guest seating, and tickets are not required.



What Time Should We Arrive (and Where)?

- 1 p.m.: **Graduates** arrive and are directed by ushers to Gladstein Fieldhouse.
- 1 p.m.: **Guests** proceed into Simon Skjodt Assembly Hall.
- 1:45 p.m.: Procession of graduates begins.
- 3 p.m.: Ceremony begins.

Family and friends are encouraged to contact their graduates before the processional to designate a post-ceremony meeting place in or near Simon Skjodt Assembly Hall.

How Do I Find My Place in the Processional?

Graduates are directed to their specific school locations (designated by bright red banners, such as “Business” and “Arts and Sciences”) to form the procession, which begins at 1:45 p.m. Graduates should not bring umbrellas, purses, or any other personal items, as they cannot be stored.

Where Do We Sit?

Graduate seating is arranged by school and occupies the floor and some of the stands of Simon Skjodt Assembly Hall. Students do not line up alphabetically, and they process through multiple doors, which means a grad may wind up anywhere in a school section. Please refer to the map to see where graduates from each school are seated, keeping in mind that locations are approximate and subject to change.

Guest seating is on a first-come, first-served basis, and fills Simon Skjodt Assembly Hall. Indiana University Bloomington is proud of the fact that it does not limit the number of guests a student may invite to Commencement, and we ask everyone’s help in maintaining this tradition.

Uniformed ushers will be stationed throughout the building to direct all guests to the best possible seats. Given the size of the Commencement audience, parties are not allowed to save seats. Instead, we ask groups to gather outside and then come in together and ask an usher to help them find seats.

What Happens at the Ceremony?

Commencement is rich in tradition and pageantry. The ceremony includes the procession of the platform party, a Commencement speaker, the conferral of degrees, and the hooding of doctoral candidates.

What Happens after the Ceremony?

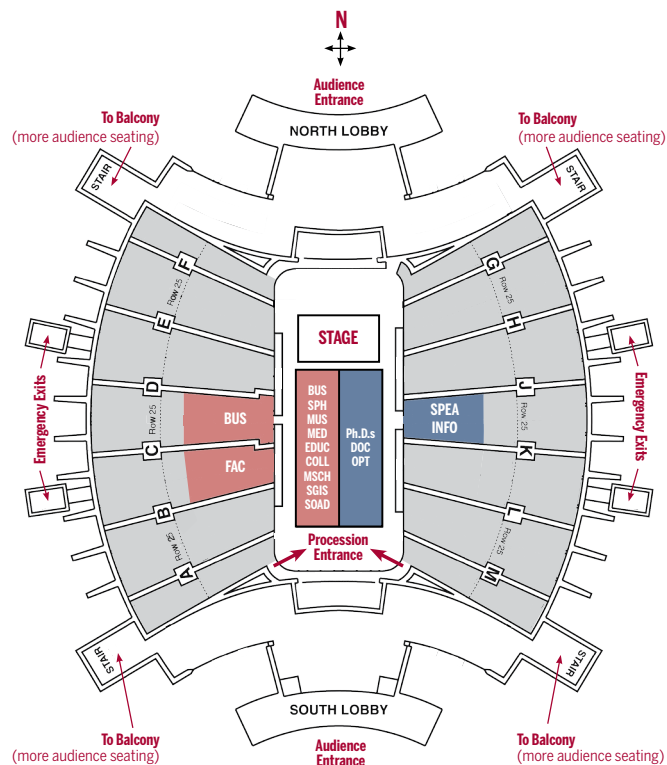
Graduates meet up with their families and friends outside Simon Skjodt Assembly Hall, and some proceed to other recognition events. **Grads must return apparel to the Herff Jones trailer on the grounds of Memorial Stadium by 6 p.m. on Saturday, May 6.** Failure to return apparel may result in a penalty fine.

GRADUATE COMMENCEMENT CEREMONY

Friday, May 5, 2017, 3 p.m.
Simon Skjodt Assembly Hall

- INFO: Informatics and Computing
- SPEA: Public and Environmental Affairs
- Ph.D.s: Doctor of Philosophy
- DOC: Doctorates outside the University Graduate School
- OPT: Optometry
- BUS: Business
- COLL: Arts and Sciences
- EDUC: Education
- MED: Medicine
- MSCH: Media
- MUS: Music
- SGIS: Global and International Studies
- SOAD: Art and Design
- SPH: Public Health
- FAC: Faculty
- AUDIENCE

A student may be seated anywhere in the area(s) designated for his or her school.



Map is tentative and subject to change.

Capturing the Moment: Photos and Videos

Audience members are welcome to take photographs throughout the ceremony and in Simon Skjodt Assembly Hall afterward. In addition, the university hires photographers to take photos of the ceremony and portraits of graduates on Commencement day. Ordering information will be available to graduates during lineup at Gladstein Fieldhouse. You can also register in advance at gradimages.com. DVDs of Commencement are available for purchase by calling 812-855-8531 or visiting shopwtiu.org. The ceremony can also be viewed online at broadcast.iu.edu.

Diploma Covers and Diplomas

Graduates receive handsome diploma covers during the ceremony. Whether you attend Commencement or not, your diploma will be mailed to your permanent address about 8–10 weeks after Commencement (pending verification of degree completion).



Special Events

Most schools hold festive recognition events and celebrations before and after the main Commencement exercises on Friday. Activities vary from school to school and may include remarks by the dean, the hooding of candidates, and the bestowal of various medals and awards. Some schools also host a meal or a reception. All told, there are more than 100 special events held over Commencement weekend. Each school or department issues its own invitations and makes its own arrangements.

These events are not official graduations, but you won't want to miss them.

Recognition celebrations are a treasured part of IU Bloomington tradition and a meaningful experience for students and their friends and families. They are not, however, formal graduation exercises. There is only one official graduation ceremony for graduate students—Commencement in Simon Skjodt Assembly Hall.

Please consult commencement.iu.edu for a detailed schedule of events, and be sure to take the schedule into account when making your travel arrangements.

Contact Information

IU Office of Events and Commencement Services

1000 E. Seventeenth Street
Bloomington, IN 47408-1223
812-855-3762
iudegree@indiana.edu

To make arrangements for guests in wheelchairs or to inquire about other accessibility needs:

812-855-4723
gradADA@indiana.edu





INDIANA UNIVERSITY
BLOOMINGTON

FULFILLING *the* PROMISE