

IU BLOOMINGTON



**Graduate
Commencement
Handbook
2011**



IU Bloomington Commencement
is on the Web at
www.commencement.iu.edu

Follow us on Facebook and Twitter!



IU Bloomington Commencement



@IUBCommencement

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 more than 500,000 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,

A handwritten signature in black ink that reads "Michael A. McRobbie".

Michael A. McRobbie
President

A handwritten signature in black ink that reads "Karen Hanson".

Karen Hanson
Provost and Executive Vice President

Contents

Get Ready . . .

The May 2011 Graduate Commencement Ceremony **3**

Determine Your Eligibility **3**

Apply to Graduate **4**

Your Graduation Checklist **5**

Get Set . . .

Order Caps and Gowns at Gradfair or Online **6**

Hooping How-To **6**

Go!

Travel and Lodging **8**

Visas for International Guests **9**

Assembly Hall Accessibility **9**

Commencement Day

Where Do We Go? **10**

Where Do We Park? **10**

What Time Should We Arrive? **11**

What Happens in Gladstein Fieldhouse? **11**

What Happens in Assembly Hall? **11**

When Do We Return Apparel? **11**

Where Do We Sit? **12**

Capturing the Moment: Photos and Videos **12**

Diploma Covers and Diplomas **12**

Special Events **13**

Get Ready . . .

The May 2011 Graduate Commencement Ceremony

The Graduate Commencement ceremony will be held Friday, May 6, at 3 p.m. in Assembly Hall, 1001 E. 17th Street. It is open to candidates for these postbaccalaureate degrees:

All master's degrees

Ph.D.'s

Doctor of

- Audiology
- Education
- Music
- Music Education
- Optometry

Artist's diplomas

Performer's diplomas

Specialist Degree in Education

Note: The Maurer School of Law holds a separate ceremony on Saturday, May 7. Phone (812) 855-5361 for more information.

Determine Your Eligibility

You are eligible to graduate at the 2011 May Commencement if you are a candidate for a graduate degree who has completed all requirements for graduation by May 2011 or who will complete them by August 2011.

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.

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. 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 with the recorder.

School-by-school application information, with e-mail addresses and phone numbers, is on the Commencement website.

Your Graduation Checklist

- Apply to graduate by contacting the recorder of your school and the University Graduate School recorder—do it early in your final year, if not before, to avoid missing your school's deadline.
- Attend GradFair on Feb. 23, 24, or 25, 2011, to order your cap, gown, graduation announcements, and other Commencement accessories. Location: State Rooms East and West, Indiana Memorial Union. Hours: 10 a.m. to 6 p.m.
- Unable to attend GradFair? Order online at www.herffjones.com/iu by April 1, 2011, to get the best prices. Prices go up on April 2.
- Find out when your school is holding its own celebration event. It may or may not be on the same day as the Commencement ceremony. See page 13.
- Book hotel and restaurant reservations as soon as possible. Submit visa applications for international guests.
- About six weeks before Commencement, you can confirm the inclusion of your name in the Commencement program booklet by following the "List of Graduates" link on the Commencement website. Access to the list is password-protected and for students only.
- Make arrangements for guests who need assistance with seating and parking. More information is on the Commencement website and on page 9.
- Plan to pick up your cap and gown on May 3, 4, or 5 at Gladstein Fieldhouse, 1001 E. 17th Street.
- On Commencement day, arrive at Gladstein Fieldhouse by 1:30 p.m.



Get Set . . .

Order Caps and Gowns at GradFair or Online

All candidates for degrees must wear caps and gowns at Commencement.

Spring GradFair will be held Feb. 23, 24, and 25 from 10 a.m. to 6 p.m. in State Rooms East and West of the Indiana Memorial Union. Take care of all your Commencement needs in one place at one time:

- Rent your cap and gown
- Purchase graduation announcements and diploma frames
- Pose for pictures in official regalia
- Drop by the Commencement Information Table

Can't make GradFair? Order online:

www.herffjones.com/iu

Rental Prices

Master's apparel, including gown, cap, tassel, and hood:

- \$70 until April 1
- \$95 April 2–8

Doctoral apparel:

- \$86 through April 8

Students who do not order online by April 8 will be able to rent apparel during open distribution, May 3–6, on a first-come, first-served basis.

Hooding How-To

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

Students will process into Assembly Hall and be seated by schools. In most cases, they will walk and sit with their faculty mentors. Students who

do not have mentors present will be hooded by Commencement marshals.

- You will carry your own hood, unfolded and draped over your left arm.
- When you pick up your apparel, fill out the provided name card, which will be used to introduce you during the ceremony. (Replacements for lost cards will be available in Gladstein Fieldhouse before 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.
- Students will take the stairs to the stage. If you have access needs, please phone (812) 855-9260 before May 6 for accommodation.
- After your introduction, you will greet the president, the provost, and your deans onstage.
- On 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.

Earning a Ph.D.?

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

Make Sure You Book the Right Nights!

Almost all graduates are invited to take part in two events: their school's recognition ceremony 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

Bloomington has about 2,500 hotel rooms and more than 30,000 Commencement visitors yearly. Most hotels open reservations about a year in advance, and most rooms are rented immediately, despite required two-or-three-night stays and rates as high as \$500 a night.

Though local hotels, including the hotel at the Indiana Memorial Union, have now been taking reservations for several months, you still may be able to find a room by contacting the Bloomington/Monroe County Convention and Visitors Bureau at www.visitbloomington.com/where-to-stay.

Hotels also may be available in nearby communities such as Bedford, Nashville, Columbus, and Martinsville (all less than 40 miles away) and in Indianapolis and Greenwood (50 miles away). Please allow 60–90 minutes to drive to Bloomington. Additional information is on the Commencement website.

Visas for International Guests

The Office of International Services helps guests who will be traveling internationally to attend Commencement. Please go to istart.iu.edu; log in; and then select “Letter of Invitation Request.” A notarized letter of invitation is then prepared for international family members. You will receive an e-mail message when the letter is ready, and any questions you have can be answered when you pick it up from the Office of International Services. Please allow sufficient time to receive that letter and apply for a visa.

Assembly Hall Accessibility

Parking accessibility: Please see page 10 and www.commencement.iu.edu.

Guests in wheelchairs: Please call (812) 855-9260 or e-mail ceassist@indiana.edu to request seating and wheelchair parking passes. Drop-off and pick-up are at the North Door of Assembly Hall. Because seating in the wheelchair section is limited, one member of a party accompanies the wheelchair user; other members of the party go to general seating. IU must request that wheelchair users bring their own wheelchairs.

Guests with limited mobility: Drop-off and pick-up are at the North Door. Ushers assist patrons while drivers park cars and rejoin their parties. Elevators are available. Seats for patrons with limited mobility are filled on a first-come, first-served basis. To accommodate everyone's needs, large parties may be asked to separate, with some patrons watching the ceremony from general seating.

Guests with hearing impairments: Closed captioning and sign language interpreters are provided. On request, ushers can direct hearing-impaired guests to designated seating.

Commencement Day

Where Do We Go?

IU Bloomington holds Commencement in Assembly Hall, which is on the northwest corner of 17th Street and Fee Lane. The address is 1001 E. 17th Street, Bloomington, Indiana 47408.

Graduates robe and line up for the procession in the adjoining Gladstein Fieldhouse.

Where Do We Park?

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

Gate 4: For cars bearing disability hang tags and license plates and for access to the North Door to drop off guests who have disabilities or limited mobility (see page 9). All other guests may also use Gate 4.

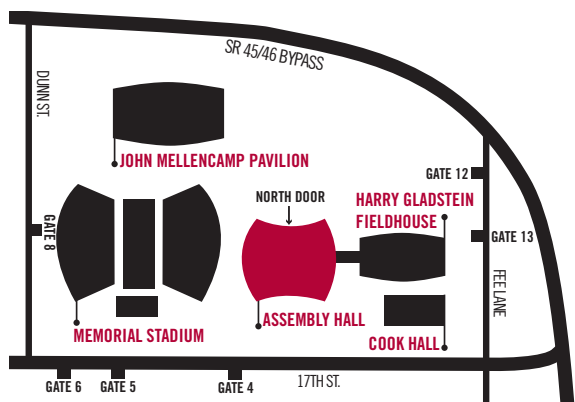
Gates 5, 6, and 8: For all guests.

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

Gate 13: For wheelchair users only.

Parking is free on Commencement day.

Allow plenty of time. Traffic will be heavy, and Bloomington's streets are narrow.



What Time Should We Arrive?

Assembly Hall doors open at 1 p.m. Friends and family are invited to take their seats in the hall; they are not permitted to accompany their students to Gladstein Fieldhouse.

All graduates should report to Gladstein Fieldhouse, the building that adjoins Assembly Hall to the east, by 1:30 p.m.

What Happens in Gladstein Fieldhouse?

Graduates are directed to their specific school locations (designated by bright red banners, such as “University Graduate School” or “Kelley School of Business”) to form the procession, which begins at 2 p.m.

Graduates should not bring umbrellas, briefcases, or any other personal items, as they cannot be stored in the fieldhouse.

What Happens in Assembly Hall?

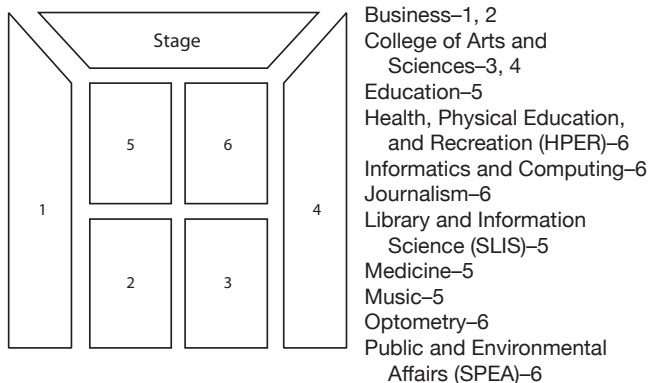
Commencement is rich in tradition and pageantry. Among its features is a Commencement speaker, someone who has earned distinction in a vital field of endeavor. All graduates stand and are recognized together by their school deans. Ph.D. and doctoral students are invited onstage and introduced individually.

When Do We Return Apparel?

Graduates return apparel after the ceremony. Instructions are available on Commencement day.

Where Do We Sit?

Graduates' seating is arranged by school and occupies the floor and some of the stands in Assembly Hall. Please refer to this map to see where graduates from each school are seated. (This map is tentative and subject to change.) Guests are seated in the stands of Assembly Hall, surrounding the graduates.



Capturing the Moment: Photos and Videos

Audience members are welcome to take photographs throughout the ceremony. In addition, the IU Alumni Association hires a photographer to take photos of graduates. Ordering information will be available to graduates during lineup in Gladstein Fieldhouse. DVDs of Commencement are available for \$19.95 plus \$4.00 shipping and handling. To order, phone (812) 855-8531 or visit www.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 six 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 and Saturday. Activities vary from school to school and may include remarks by the dean, the hooding of candidates, and/or 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.

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—Commencement in Assembly Hall.

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





COMMENCEMENT



INDIANA UNIVERSITY
BLOOMINGTON