

K-State Salina

May 2012 Commencement Instructions

NOTE: K-State Salina's commencement date is a week earlier than the colleges on Manhattan campus.

I. Commencement Ceremonies

TECHNOLOGY AND AVIATION: Saturday, May 5, 2012, 10:00 a.m. K-State Salina Student Life Center, 2310 Centennial Road, Salina.

Graduates will meet in the College Center Conference Room by 9:15 a.m.

A reception will follow commencement in the Student Life Center.

REHEARSAL will be held on **Friday, May 4, 2012** from 1:00 p.m. to 2:00 p.m., in the Student Life Center.

PARKING: Enter at the main entrance on Centennial Road. The circle drive will be closed. Handicap parking is available in front of the Student Life Center. The driver should notify Security staff upon their arrival of their need to use the handicap parking area. Use of handicapped accessible parking spaces is restricted to vehicles with the proper permit. Security staff will direct traffic to the appropriate parking lot.

II. General Information

- A. GUESTS – Ceremony is open to the public.
- B. INDIVIDUALS WITH DISABILITIES – Individuals with disabilities or with questions regarding accessibility should call Kathy Sanders at (785) 826-2603.
- C. 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. **There is no checking area.**
- D. DRESS – Business Casual dress. No jeans, shorts, flip-flops, or sandals.
- E. **NO air horns, silly string, etc. at commencement.**

III. Degree Requirements:

- A. GRADES in all K-State courses applicable to the degree must be reported to the Registrar's Office by **Tuesday, May 15, 2012.**
- B. STUDENTS must provide official transcripts for all transfer work applied to the degree to the Registrar's Office by **Friday, June 1, 2012.**
- C. GRADUATION Applications are located in your student center in iSIS. Questions about applying for graduation should be directed to the Dean's Office.
- D. UPON CONFIRMATION of degree requirements and clearance of all financial delinquencies, diplomas for spring graduates should be mailed by the end of August. Diplomas for summer graduates should be mailed by the end of November. All degree candidates should make sure their correct diploma mailing address is entered for Degree/Diploma in your iSIS student center by **June 13, 2012.** This is essential for ensuring timely receipt of your diploma, particularly if you will be moving following graduation.
- E. CANDIDATES who apply for spring or summer 2012 graduation will be listed in the university's commencement program if their graduation application is cleared by the program's publication deadline which is, **March 23, 2012.** 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 have applied for spring or summer 2012 graduation but who are not able to complete all requirements to meet above deadlines must reapply for graduation at a later date.** Contact the Dean's Office with any questions.

IV. Transcript Requests:

In order to obtain official copies of transcripts, all financial obligations to K-State Salina, including traffic and library fines, must be cleared. For information on ordering a transcript, visit: http://www.k-state.edu/registrar/t_v/. Contact the Registrar's Office for assistance at (785) 826-2607. **Note: Degrees earned for spring graduates will be available on transcripts Monday, June 11, 2012.**

V. OBTAINING ACADEMIC APPAREL:

All degree candidates participating in May commencement ceremonies will wear academic apparel. To order your cap and gown, go to www.cbgrad.com and select Kansas State University – Salina. You will be able to provide a shipping address for your commencement attire. The cost is \$35.90 plus tax. Please have your order

placed by **Friday, April 27, 2012**. If you have any questions, please contact Kathy Sanders, Dean's Office at 785-826-2603.

VI. WEARING OF ACADEMIC APPAREL

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

- A. TASSEL PLACEMENT: Place tassel on right side of mortarboard. Following conferral of degree, place tassel on left side.
- B. MORTAR BOARD: Wear it squarely on top of the head; board parallel to the floor; not cocked to the sides, forward or back.
- C. HONOR CORDS: The cords are attached to the gown on the wearer's left shoulder. They are distributed by the Deans' Office to qualified degree candidates.

VII. PRINTED ANNOUNCEMENTS:

Graduation announcements are available for order from CB Announcements at 1-800-433-0296, or you can order online: www.CBgrad.com.

VIII. PHOTOGRAPHY:

A professional photographer will record the presentation of your diploma cover as you cross the stage. This is a service to you and your family. This optional souvenir photo is offered at a price with no obligation on your part. You will be contacted directly by Grad Images after commencement. You can register to see your proofs on-line and get more information at www.gradimages.com. Prior to commencement, click on Pre-Event Registration and do a search for Kansas State University (Kansas State Univ. Spring at Salina – 05/05/2012 10:00AM).

IX. SOUVENIER 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 May graduates is \$51 (including tax) until August 1st. Afterward the price is \$63. For delivery within the United States, add \$5 for shipping and handling. Delivery outside the United States is the responsibility of the graduate.

X. 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.

XI. QUESTIONS

For more information and assistance with commencement, contact the Dean's Office at (785) 826-2603.

XII. PERSONAL CHECKLIST

- ✓ Complete the application for graduation in iSIS and receive graduation approval from the Dean's Office.
- ✓ Order cap, gown, tassel, invitations, etc.
- ✓ Check ceremony location, time, date information.
- ✓ Complete K-State Graduate Report.
- ✓ Clear financial obligations: overdue library charges, parking fees, close Flight Accounts, etc.
- ✓ Update your information with K-State Career and Employment Services, Registrar's Office, and Alumni Association.
- ✓ Forward your ksu.edu email address