Spring 2024 Commencement Information
Kansas State University Aerospace and Technology Campus
Rehearsal for students: 1:00 p.m., May 3, 2024
Commencement: 10:00 a.m., May 4, 2024

Location:

Student Life Center – K-State Salina Campus
2310 Centennial Road
Salina, KS 67401

Live Webcast of the Commencement Ceremony can be found at:
https://www.k-state.edu/graduation

General information about graduating, diploma's, etc.

- If you want a transcript ordered with your degree posted, make sure you order them before June 30, 2024. They are free while you are a student but after this date, they are $15 each.
- June 1 – Registrar's Office must have all grades, transfer credits, and incompletes resolved.
- Diplomas will be mailed Approximately 4-6 weeks after the degree is awarded in KSIS. Make sure all holds are cleared. Make sure your diploma name and address is correct in KSIS. Diploma names and address changes must be updated by May 15th for spring graduates and August 15th for summer graduates.
- If you do not meet the requirements or deadlines, you will need to reapply for graduation. Email salinaregistrar@ksu.edu with any questions.

Parking

Enter at the main entrance on Centennial Road and proceed to the College Center parking lot. Handicap parking is available close to the building. Parking attendants will direct you to open spaces.

Saturday morning

- 9:15 a.m. – Graduates meet in the College Center Conference Room with regalia on. Please leave personal belongings in your car.
- Pick up your Grad Pass as this is your reader card.
- Dr. Gaeddert will review your name pronunciation and degree listing(s).
- Have your official photo taken by Grad Images.
- 9:55 a.m. – Graduates will head to the Student Life Center for commencement.
- 10:00 a.m. – Commencement begins

Commencement Outline

- Pomp and Circumstance will play as the platform and faculty walk in.
- National Anthem – Ladies may leave caps on, men please remove your caps
- Dean Starkey gives the welcome.
- SGA speaker gives address.
- Commencement speaker gives address
- Students wearing honor cords will be recognized and asked to stand.
- Presentation of degree candidates
- The Provost will ask you to move your tassel to the left to symbolize your graduation.

- Proceed to the stage and file to the right of the stage one row at a time. There will be staff on the sides to help guide you. Students will come up one row at a time.
- Get your diploma cover at the table next to the stage. Hand your Grad Pass to the person scanning them.
- Begin walking after your name has been read.
- Pause for a photo with Dean Starkey at center stage.
- Return to your seat.
- Grad Images Photography will contact you later about purchasing the pictures either by mail or email. Make sure you have pre-registered on their website to view your proofs following commencement. https://www.gradimages.com/Registration
- Alumni Association gives message.
- Wabash Cannonball
- Sing the Alma Mater
- Ceremony is over. The platform party will exit the stage followed by the graduates.

General Information

GUESTS – Guests who are unable to join in person are invited to watch the live stream at: https://www.k-state.edu/graduation/ceremonies/.
DRESS – Business Casual dress. No jeans, shorts, flip-flops, or sandals.
PICTURES – Grad Images will be onsite to take official photos of all graduates before and during the ceremony.

Degree Requirements:

GRADUATION Applications are available electronically in your KSIS student center. Questions about applying for graduation should be directed to your advisor. Watch for emails regarding updates.

GRADES in all K-State courses applicable to the degree must be entered into KSIS by instructors by 4**:00 p.m. Tuesday, May 14**.

STUDENTS must provide official transcripts for all transfer work applied to their degree to the Manhattan Admissions Office by **Friday, May 31st.**

UPON CONFIRMATION of degree requirements and clearance of all financial delinquencies, diplomas will be mailed 4-6 weeks after the degree is awarded in KSIS. Access your KSIS Student Center to check/update your diploma name and mailing address. Diploma names and address changes must be updated by May 15th for spring graduates, and August 15th for summer graduates. This is essential for ensuring timely receipt of your diploma, particularly if you will be moving from the area following graduation. The diploma that students receive following graduation cannot be expedited.

CANDIDATES who apply for May 2024 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 4, 2024 by 5 pm**. 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.

CANDIDATES who have applied for May 2024 graduation but who are not able to complete all requirements to meet above deadlines must reapply for graduation at a later date. Contact Salinaregistrar@ksu.edu for any questions you have.

GRADUATES who do not participate in commencement will have their diploma mailed following degree postings provided no holds are present on the student account.

TRANSCRIPT REQUESTS:

In order to obtain official copies of transcripts, all financial obligations to Kansas State University, must be cleared. To order a transcript, visit: https://www.parchment.com/u/registration/32619/institution. Spring graduating students will have until **June 30, 2024**, to submit an order for a transcript at no charge. Summer graduating students will have until September 30, 2024 to order their transcript at no charge. Make sure your degree has posted before ordering an official transcript. You can run your Unofficial Transcript in KSIS to verify this.

OBTAINING ACADEMIC APPAREL:

All degree candidates participating in commencement ceremonies will wear academic apparel. To order your cap and gown, contact Lindsay Ancira at lancira@ksu.edu or stop by the Salina Bookstore in the College Center. Please place your orders by Friday, April 26th.

WEARING OF ACADEMIC APPAREL

Associate and Bachelor degree candidates: Traditionally, graduation regalia is not ornamented. Wearing of corsages, boutonnieres or any other ornamentation is not appropriate to academic protocol. Native American tribal regalia is welcomed as approved regalia for all commencement ceremonies at Kansas State University.

Adornments such as, cords and stoles, may be worn by organizations officially recognized by the Center for Student Involvement at Kansas State University upon approval by the university. Requests for approval for regalia adornment (cords and/or organizational stoles) are made by completing and submitting the Academic Regalia Adornment Approval Form to commencement@k-state.edu. Requests must be submitted by October 1 for use at Fall Commencement or by March 1 for Spring Commencement. Groups will be notified of a decision within two weeks. A list of all approved regalia adornments will be posted on the Commencement website.

TASSEL PLACEMENT: Place tassel on right side of mortarboard. Following conferral of degree, place tassel on left side.
MORTAR BOARD: Wear it squarely on top of the head; board parallel to the floor; not cocked to the sides, forward or back.
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.

CAP DECORATION GUIDELINES

Kansas State University supports the decoration of caps for the commencement ceremony. While the University recognizes that this is an important activity, students choosing to wear a decorated cap during the ceremony must follow guidelines below.

The guidelines will be enforced at the commencement ceremony, and the University reserves the right to request that graduates change inappropriate attire before they are allowed to participate

in the ceremony. The University wants this experience for our graduates to be a positive and celebratory event of self-expression yet respectful of all.

Only the flat top area of the mortarboard may be decorated. **Adornments *must lay flat on the surface of the cap*.** Decorations cannot extend beyond the border of the cap or fall below the perimeter. Cap decorations that are motivated by animosity against a person or group because of race, color, religion, sexual orientation, gender, disability, national origin, or which infringe on the rights and freedoms of others will not be tolerated.

Decorations may not include the following:

- Profanity
- Symbols for or references to alcohol or controlled substances
- Political statements, symbols, or political party references
- Bows, ribbon, or tulle that do not lay flat on the cap
- Three dimensional objects
- Flowers or flower crowns
- Light objects

Note: This is not a comprehensive list and any adornment or message deemed inappropriate or determined to pose a safety risk or distraction will not be permitted. The graduate will be asked to purchase a new, undecorated cap if these guidelines are not followed. For questions concerning these guidelines, please email commencement@ksu.edu.

MASTER'S CANDIDATES participating in 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 can be purchased through the book store in the College Center. Please contact Lindsay Ancira lancira@ksu.edu for more information. Please place your orders by Friday, April 26th.

PRINTED ANNOUNCEMENTS:

Several packages of graduation announcements are available for order. The announcements are specially imprinted for each graduate and can include the major(s) and ceremony information. Be sure to have all the correct information for your specific degree ready when you place your order. To place your order go to www.CBgrad.com.

PHOTOGRAPHY:

A professional photographer will take a photo of 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. Click on Registration, search for "Kansas State University", then select Kansas State Univ. Spring at Salina - 5/4/2024 10:00 AM.

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

Call: 785-532-6260
www.k-state.com/updateyourinfo

QUESTIONS

For more information and assistance with commencement, contact Stuart Larson, Assistant Registrar at 785-519-2509 or Kathy Sanders, Executive Assistant to the CEO and Dean at 785-826-2601. For any accommodation needs and requests, please contact Julie Rowe at 785-820-7908.

PERSONAL CHECKLIST

- Order cap, gown, tassel, invitations, etc.
- Check ceremony location, time, date information
- Complete Senior Survey
- Clear financial obligations: overdue library charges, parking fees, close Flight Accounts, etc.
- Update your information with K-State Career Center, KSIS, and Alumni Association