

**Spring 2022 Commencement Information**  
**Kansas State University Aerospace and Technology Campus**  
**Rehearsal for students: 1:00 p.m., May 6, 2022**  
**Commencement: 10:00 a.m., May 7, 2022**

**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, 2022. 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 in August for spring graduates and October for summer graduates. Make sure all holds are cleared. Make sure your diploma name and address is correct in KSIS.
- If you do not meet the requirements or deadlines, you will need to reapply for graduation. Contact Academic Services 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.
- Bring your Grad Pass as this is your reader card.
- Dr. Gaeddert will review your name pronunciation and degree listing(s).
- 9:55 a.m. – Graduates will head to the Student Life Center for commencement.
- 10:00 p.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 give address.
- Commencement speaker gives address
- Students wearing honor cords will be recognized and asked to stand.
- Presentation of degree candidates
- The President 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 to limit gatherings.
- Pick up a diploma cover from the table next to the stage. Scan your Grad Pass. Once at the stage, hand your Grad Pass to Dr. Gaeddert.
- Begin walking after your name has been read.
- Pause for a photo with Dean Starkey.

- Off to the side of the stage, there will be a backdrop for your official photo with your diploma cover. Once you have your photo taken, 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.
- 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. If obtaining multiple degrees, applications need to be submitted for each degree. Questions about applying for graduation should be directed to your advisor or the Academic Services Office.

GRADES in all K-State courses applicable to the degree must be entered into KSIS by instructors by **5:00 p.m. Tuesday, May 17.**

STUDENTS must provide official transcripts for all transfer work applied to their degree to the Manhattan Admissions Office by **Wednesday, June 1, 2022.**

UPON CONFIRMATION of degree requirements and clearance of all financial delinquencies, diplomas will be mailed mid-July-August. All degree candidates should make sure their correct diploma mailing address is entered for Degree/Diploma in your KSIS student center by **June 1, 2022.** 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 2022 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, 2022 by 5 p.m.** 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 2022 graduation but who are not able to complete all requirements to meet above deadlines must reapply for graduation at a later date. Contact the Academic Services Office for instructions.

GRADUATES who do not participate in commencement will have their diploma, cover, and program 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, such as traffic and library fines, must be cleared. For instructions on ordering a transcript, visit: <http://www.k-state.edu/transcripts>. Spring graduating students will have until **June 30, 2022**, to submit an order for a transcript at no charge. Make sure to select "Hold for degree" when

submitting transcript requests to ensure any degrees earned will be included. **Note: Degrees earned will be available on transcripts June 13, 2022 for spring graduates.**

### **OBTAINING ACADEMIC APPAREL:**

All degree candidates participating in commencement ceremonies will wear academic apparel. To order your cap and gown, visit: <https://ksusalina.shopoakhalli.com/>. The deadline to order your regalia online is April 13, 2022. The Salina bookstore will have limited stock.

### **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.

**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 (bachelor's candidates only):** The cords are attached to the gown on the wearer's left shoulder. They are distributed by the Deans' Office to qualified degree candidates. These are the **ONLY** approved cords for commencement.

### **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 an exhaustive 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](mailto:commencement@ksu.edu).

**MASTER'S CANDIDATES** participating in fall 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 are purchased through the K-State Student Union Bookstore website. Go to <https://union.k-state.edu/shopping-services/k-state-campus-store> to complete your purchase. Please allow time for shipment to your home or for pickup in the bookstore. If you have any questions about this process, please contact the bookstore staff. They will be glad to help you. The bookstore phone number is 785-532-6583. If you want to email a question or concern please email: [1336mgr@follett.com](mailto:1336mgr@follett.com).

### **PRINTED ANNOUNCEMENTS:**

Several packages of graduation announcements are available for order from CB Announcements. 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, contact CB Grad at 1-800-433-0296 or you can order online at [www.CBgrad.com](http://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](http://www.gradimages.com). Click on Registration, search for "Kansas State University", then select Kansas State Univ. Spring at Salina - 5/7/2022 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](http://www.k-state.com/updateyourinfo)

### **QUESTIONS**

For more information and assistance with commencement, contact Kathy Sanders, Executive Assistant to the CEO and Dean at (785) 826-2601 or Emeryld Wills, Enrollment Management Assistant at (785) 826-2674.

### **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