Fall 2021 Commencement Information
Kansas State University Aerospace and Technology Campus
December 10, 2021
Rehearsal for students: 1:00pm
Commencement: 7:00pm

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 January 30, 2022. They are free while you are a student but after January 30, they are $15 each.
- January 5 – Registrar’s Office must have all grades, transfer credits, and incompletes resolved.
- Make sure your diploma name and address is updated in KSIS. If any changes are necessary after February 1, please contact the Registrar’s Office in Manhattan.
- Diplomas will be mailed between February-March. Make sure all holds are cleared.
- 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.

Friday evening
- 6:15 p.m. – Graduates meet in the Student Life Center on the upper track 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)
- 7:00 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 – you may remove your mask for photo.
Off to the side of the stage, there will be a backdrop for your official photo with your diploma cover. You may remove your mask for this photo. Once you have your photo taken, place your mask back on and 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, December 21.

STUDENTS must provide official transcripts for all transfer work applied to their degree to the Manhattan Admissions Office by Wednesday, January 5, 2022.

UPON CONFIRMATION of degree requirements and clearance of all financial delinquencies, diplomas will be mailed February-March. All degree candidates should make sure their correct diploma mailing address is entered for Degree/Diploma in your KSIS student center by February 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 December 2021 graduation will be listed in the university’s commencement program if their graduation application is cleared by the program’s publication deadline which is October 8, 2021 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 December 2021 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. Graduating students will have until January 31, 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 January 14, 2022.

OBTAINING ACADEMIC APPAREL:
All degree candidates participating in commencement ceremonies will wear academic apparel. To order your cap and gown, go to www.CBgrad.com and select Kansas State Univ. Salina Aerospace & Technology. Please have your order placed by November 29, 2021.

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.

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 www.kssubookstore.com 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.

PRINTED ANNOUNCEMENTS:
Several packages of graduation announcements are available for order from CB Announcements. These can be ordered at the same time regalia is ordered. 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.

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. Fall at Salina - 12/10/2021 7:00 PM.

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:
QUESTIONS
For more information and assistance with commencement, contact Annette Hernandez, Executive Assistant to the CEO and Dean at (785) 826-2601, Kathy Sanders, Assistant Registrar at (785) 826-2607, 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