

# Instructions for Participating in the 2024 NIACC Commencement Ceremonies

## Cap and Gown

Caps and gowns, tassels, honor cords, and guest tickets may be picked up at the Records Office in the Administration Building as of Monday, April 29 until Thursday, May 2, from 7:45 a.m. to 4:30 p.m.

If you are unable to pick up your gown during that time, your gown will be brought to the Activity Center on May 3 for pick up.

Adding any writing, symbols, or images to the top of your mortarboard (cap) is prohibited. Any modifications made to your cap will be removed before you are allowed participate in the ceremony.

After the ceremony you may keep your cap, gown, tassel, and honor cords.

## Time and Place

Commencement will be held in the NIACC Auditorium.

Graduates must report to the Activity Center at the times listed below for their respective ceremony:

- **Health Sciences**
  - Arrive at **12:15 p.m.** (ceremony begins at 1 p.m.)
- **Career Technical/Skilled Trades**
  - Arrive at **2:15 p.m.** (ceremony begins at 3 p.m.)
- **Arts & Sciences**
  - Arrive at **4:15 p.m.** (ceremony begins at 5 p.m.)

Graduates are asked to park on the west side of campus (near the Pappajohn, Murphy, or Careers buildings), giving our guests more space in the east parking lot near the auditorium.

There will be signs and NIACC staff to help direct you and your guests in the Activity Center and Auditorium.

Secure storage for personal belongings is **not** available in the Activity Center. Please give any purses, water bottles, etc., to a friend or family member to hold.

## Name Cards

When you come to the Activity Center, there will be tables in the lower section near the windows where you will pick up your name card. Please complete the information requested on the back of the card for the photographer.

**This card will be used to announce your name as you cross the stage to receive your diploma cover.** Borden Plunkett, the announcer at the ceremony, will be available to review your name pronunciation.

After getting your name card, please remain in the Activity Center to line up for the processional.

## Phi Theta Kappa Stoles

Phi Theta Kappa graduates will pick up your stoles at the time you pick up your name card. Immediately after the ceremony, please return your stole to Josie Popp or other Phi Theta Kappa representative as you exit the ceremony. If stoles are not returned after the ceremony, a hold will be placed on your academic record until it is returned.

## Livestreaming

NIACC will livestream the commencement ceremonies on the NIACC YouTube channel. Links to the livestream will be provided on the NIACC Graduation Information webpage (<https://www.niacc.edu/graduation-information/>), or go

directly to [YouTube.com/user/myniacc](https://www.youtube.com/user/myniacc) on May 3 at each ceremony start time. The ceremonies will also be livestreamed to the Activity Center to accommodate any guest overflow.

## Accommodations

If you or one of your guests would find it difficult to use the stairs in the auditorium, please contact the Records Office for a reserved seat in the accessible areas. Availability is limited.

# Ceremony

## Processional

Graduates will process from the Activity Center to the Auditorium by way of the hallway and then down the stairs between Fine Arts and Muse Norris, preceded by NIACC faculty.

After the processional begins to play, the Administration, Board Members, Legislators will enter the stage and remain standing. The graduates will be led into the auditorium, across the mid-level walkway, and down the far left stairs to the lower seating section. Graduates will fill the designated seating area from the bottom row up. Please remain standing throughout the national anthem until Dr. Steven Schulz directs the audience to be seated.

Programs will be handed out at the door.

## Presentation of Degrees

Borden Plunkett, the announcer, will indicate to the ushers and graduates when to approach the stage. The front row should stand and proceed to the stage from the right. You will hand your name card to Borden Plunkett as you cross the stage. Dr. Schulz will hand you your diploma cover while you are photographed.

- Reminder: Please be sure to look at the photographer when receiving your diploma cover. Graduates will have the opportunity to purchase these photos if they choose.

You will exit the stage through the curtains and go backstage where another photo will be taken. You will then exit the stage and return to your seat, where you will be seated at once. NIACC staff will be backstage to assist you.

## Recessional

As the recessional music begins, those seated on the stage will exit via the stage curtains to backstage. Graduates will be released by ushers by row, starting from the bottom row after the faculty have been released. Graduates will proceed out the auditorium door, through the hallway, and up the Fine Arts/Muse Norris stairs. Please do not congregate directly outside the auditorium doors as you exit so that guests can also exit efficiently.

# Diploma Information

As you cross the stage you will receive the NIACC blue diploma cover only. Your degree, diploma, or certificate will be mailed to you approximately 10-12 weeks after you have completed your degree coursework.

## Note to Midyear Graduates

Since you have already received a diploma cover when your diploma/degree was mailed to you, we would appreciate it if you would return the extra diploma cover that you receive at commencement to any NIACC staff member.

## Transcript Information

If you wish to have a final transcript released after your degree has been noted on your transcript, either stop at the Records Office and fill out a transcript request form or go to the NIACC website to request one online through the National Student Clearinghouse (<https://www.niacc.edu/admissions/registrar-and-records-office/transcript-request/>).