Dear «LrFirstName»,

The Kirkwood Community College’s commencement ceremony is 10 a.m., Saturday, May 12, 2012, at Prairie High School. Because you recently graduated or have applied for graduation, you are invited to participate.

Please understand this letter does not guarantee you have met graduation requirements. Also, participation in commencement activities does not guarantee you will receive a degree from Kirkwood. You are encouraged to review your degree audit on EagleNet or with an advisor to confirm you have met all requirements to graduate.

Mark your calendars now to attend the Grad Fair, 10 a.m. to 1p.m., April 24, 2012, at the main campus bookstore. You will be able to purchase your cap and gown, register for giveaways and meet with department representatives to ensure all your final paperwork is complete. If you wish to be included in the ceremony, you must purchase commencement attire (blue gown, cap and tassel) from the Kirkwood Bookstore. If you are unable to attend the Grad Fair, you may place your cap and gown order at www.herffjones.com/college/graduation. Orders may be placed through April 16. Cost of commencement attire is $19.95. This will be the entire cost for you to participate in the ceremony. You may also place announcement orders at www.herffjones.com/college/graduation.

Because seating is limited at Prairie High School, each graduate is allotted three tickets for guests who wish to sit in the gymnasium. Additional seating with live video and audio is available for guests without tickets. Tickets will be handed out at the Grad Fair, will be mailed to students who purchase their attire online, or may be picked up at the One Stop, 2nd Floor Kirkwood Hall.

We are enclosing a packet containing complete information and instructions for the ceremony. Because there is no rehearsal, it is essential you read and follow the instructions in the packet.

Congratulations on your educational achievement! We're looking forward to the commencement ceremony as a fitting conclusion to your studies.

Sincerely,

Peg Julius
Director, Enrollment Management
KIRKWOOD COMMUNITY COLLEGE
ANNUAL COMMENCEMENT
MAY 12, 2012
PRAIRIE HIGH SCHOOL, CEDAR RAPIDS, IOWA

***Please read all information very carefully. There is no rehearsal. This is the only information you will receive. If the ceremony is to be one of which you can be proud, you must know and do the things which follow. ***

GENERAL INFORMATION

1. Report at the north entrance of Prairie High School no later than 9:15 a.m., in your cap and gown, “ready to go.” If for any reason, you might have trouble going up and down stairs, please stop in 216 Kirkwood Hall or call 398-5412 as soon as possible. We will make arrangements to accommodate you.

2. Each graduate will receive three tickets for family and friends to sit in the gymnasium. Attendees with tickets should arrive at the gym by 9:45 a.m. to be seated. Those arriving after 9:45 a.m. will not be guaranteed a seat in the gym. There will be a live audio and visual feed of the entire ceremony to the auditorium for additional guests. Musical entertainment begins at 9:30 a.m. The commencement processional begins promptly at 10:00 a.m. Parking will be available.

3. Valuables (purses, etc.) may be checked in before the ceremony. However, it may be more convenient to leave such items at home unless they're essential. There are very limited facilities for checking them.

4. A professional photographer will be taking pictures of graduates as each receives his or her award. Your photo will be available to view at www.JOEPHOTOIOWA.com. Click on the JOE PHOTO logo and use KCC as the password. There is no charge unless you decide to purchase pictures. Your guests may bring cameras if they wish, and photo opportunities will be available in the gymnasium following the ceremony. Please respect others and ask family members to refrain from blocking the flow of students to and from the stage.

COMMENCEMENT EXERCISES

1. When you check in, you will be given a card with your name on it. This card is VITAL to the ceremony and will be handed to a reader when you go on stage to receive your award. Do not lose this card!

2. After receiving your card, staff members will assist you in lining up for the processional. Wear light clothing under your cap and gown for comfort, as the gym is not air conditioned. Another tip: tassels on caps are on the right side throughout the ceremony.

3. The “Order of Events” is attached. Please study this so you know how the ceremony will proceed.

4. Staff members will serve as marshals and will lead the processional and recessional. When you are ushered to a row, go to the end of the row or the next available seat in the row. All seats in each row must be filled. When in front of your seat, do not sit. Remain standing for the National Anthem. Be seated after the anthem.

5. Before the awarding of degrees, President Starcevich will ask the graduates to rise as he recommends them for graduation. Everyone do so. One of the marshals will lead the first row to the stage to receive their degrees. The other rows should then be seated until their row is asked to rise by one of the marshals.

6. To accept your diploma cover, go out your row to the RIGHT and go to the stage. Hand your card to the staff member presenting the graduates. As he/she reads your name, go to the center of the stage, accept your diploma cover in your LEFT hand and shake Dr. Starcevich’s hand with your RIGHT. Proceed across the stage and return to your row and seat and sit down.

7. After all graduates have received their diploma covers and returned to their seats, the band will perform a final song. The recessional will then begin. Stage dignitaries will recess first, followed by the faculty, and then graduates.

8. Staff marshals will lead you out in the recessional. March as they direct you. You will return to the area where you were staged for the processional. When all graduates have returned there, the ceremony is over.

9. Please return the diploma cover at the collection sites prior to exiting the gymnasium.

DIPLOMAS AND DEGREES

At commencement, you will be given an empty diploma cover. Your degree, diploma or certificate for spring graduates will be mailed to you approximately 3 weeks after the ceremony. Diplomas for summer graduates will be mailed 3 weeks after the end of the term.

If you have questions about the ceremony, please ask at the One Stop, 216 Kirkwood Hall, before the ceremony.
Music by Kirkwood Brass Ensemble, directed by Dr. Beth Zamzow, Assistant Professor of Music

Platform Guests Processional

Faculty Processional

Student Processional

Performance of our National Anthem by Kirkwood Brass Ensemble

Welcome by Dr. Lois Bartelme, Kirkwood Board of Trustees

Remarks to the Graduates, Jean McMenimen, President, Kirkwood Faculty Association

Remarks to the Graduates, Britney Opheim, Student Leadership Council

Remarks to the Graduates by Dr. Mick Starcevich, President of Kirkwood Community College

Recommend Graduation Candidates by John Henik, Associate Vice President of Academic Affairs

Presentation of Graduates for Conferring of Awards, Jean McMenimen and Peggy DeJong, Kirkwood Faculty Association

Recessional: Platform Guests
            Faculty
            Graduates