Dear Student,

The Kirkwood Community College’s commencement ceremony is 10 a.m., Saturday, May 18, 2013, at the Cedar Rapids Ice Arena, 1100 Rockford Road SW, Cedar Rapids, Iowa. Because you recently graduated, applied, or are eligible 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.

If you wish to be included in the ceremony, you must purchase commencement attire (blue gown, cap and tassel) from the Kirkwood Bookstore or order online at www.herffjones.com/college/kirkwoodcc. Online orders may be placed through April 19. Cost of commencement attire is $25.00. This will be the entire cost for you to participate in the ceremony. You may also place announcement orders at www.herffjones.com/college/kirkwoodcc.

Mark your calendars now to attend the Grad Fair, 9:30 a.m. to 1:00 p.m., April 23, 2013, at the main campus bookstore. You will be able to purchase your cap and gown and meet with department representatives to ensure all your final paperwork is complete.

We will be posting complete information and instructions for the ceremony on our graduation website at www.kirkwood.edu/graduation or you may pick up information at the Grad Fair. Tickets are not required for guests to attend the ceremony. Complimentary parking is available around the Cedar Rapids Ice Arena.

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
GENERAL INFORMATION

1. Report to the Ice Arena no later than 9:15 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 email recordeval@kirkwood.edu as soon as possible. We will make arrangements to accommodate you.*

2. 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.

3. 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.partypics.com. Click on the “Find My Pics” button and use GRAD2013 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 arena 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. If you have a name that may be difficult to pronounce, please write the phonetic spelling on the card as you check in. **Do not lose this card!**

2. After receiving your card, staff members will assist you in lining up for the processional. Tip: tassels on caps are on the right side throughout the ceremony.

3. The “Order of Events” is printed in your commencement book and may be viewed on the graduation website at www.kirkwood.edu/graduation.

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 arena.

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 contact Enrollment Services, 216 Kirkwood Hall, prior to May 18, 2013.*