2017 Commencement Day Instructions

Commencement will be held on **Saturday, May 13, 2017**. Stuart graduates are invited and encouraged to participate in both the Illinois Tech Opening Ceremony and Stuart Academic Unit Ceremony.

**Important Schedule Information**

**Illinois Tech Opening Ceremony**
Ed Glancy Baseball Field, Mies (Main) Campus, 31st and Wabash Streets (between State Street & Michigan Ave.)
10-11:30 a.m.
- Graduates must arrive at MTCC no later than **8:30 a.m.** to line up for the Opening Ceremony.
- Graduates who did not attend Grad Salute who still need to pick-up their cap and gown and guest tickets must bring their student ID or photo ID to check-in at MTCC.
- Gates will open at 8 a.m. Guest will need to be seated no later than **9 a.m.** for the opening procession.
- During the ceremony, all Stuart academic programs will be asked to stand as one group in recognition of their degree conferral.
- Please note that this event is held outdoors – graduates and guests should dress according to the weather forecast.
- The 11:30 a.m. end time is approximate and contingent on weather and other factors.

**Stuart School of Business Academic Unit Ceremony**
Hermann Hall, 3241 South Federal St., Chicago, IL
(west side of Mies Campus, west of State St. near corner of 33rd St. and Dearborn St.)
12 noon – Stuart Ceremony
1:30-3 p.m. – Reception for graduates and guests
- Graduates must arrive no later than **11:40 a.m.** to participate in the Stuart Ceremony.
- Graduates must bring their cap and gown, and student ID or photo ID to check-in.
- Each graduate will walk across the stage, receive their diploma, and be personally congratulated by Stuart’s Dean as well as faculty and administration.

**Student and Guest Agenda for Saturday, May 13, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>7:30-9 a.m.</td>
<td>Pick-up tickets and cap and gown (if not received at Grad Salute)</td>
<td>MTCC</td>
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<tr>
<td>8 a.m.</td>
<td>Gates open for University Opening Ceremony (guests only)</td>
<td>Ed Glancy Baseball Field</td>
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<td>8:30 a.m.</td>
<td>Graduate lineup (graduates only and must be in regalia)</td>
<td>MTCC</td>
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<tr>
<td>9 a.m.</td>
<td>All guests must arrive by this time (guests only)</td>
<td>Ed Glancy Baseball Field</td>
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<tr>
<td>10 a.m.</td>
<td>University Opening Ceremony begins</td>
<td>Ed Glancy Baseball Field</td>
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<tr>
<td>11 a.m.</td>
<td>Stuart check-in for graduates not attending Opening Ceremony</td>
<td>Hermann Hall</td>
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<td>11:15-11:45 a.m.</td>
<td>Guests take shuttle or walk to Hermann Hall (3241 S. Federal)</td>
<td>Hermann Hall</td>
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<tr>
<td>11:30-11:45 a.m.</td>
<td>Stuart check-in for graduates attending Opening Ceremony</td>
<td>Hermann Hall</td>
</tr>
<tr>
<td>11:45 a.m.</td>
<td>Graduate lineup (graduates only and must be in regalia)</td>
<td>Hermann Hall</td>
</tr>
<tr>
<td>11:45 a.m.</td>
<td>Guests seated for Stuart Commencement Ceremony</td>
<td>Hermann Hall</td>
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<tr>
<td>12 noon</td>
<td>Stuart Commencement Ceremony Begins</td>
<td>Hermann Hall</td>
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<tr>
<td>1:30 p.m.</td>
<td>Stuart Reception begins (graduates and guests)</td>
<td>Hermann Hall</td>
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<tr>
<td>3 p.m.</td>
<td>Conclusion of Stuart Reception</td>
<td>Hermann Hall</td>
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**About the Stuart Commencement Ceremony – Processional and Degree Conferral**
1. At Stuart’s check-in, you will receive one card that should be carried with you during the ceremony. Do not bend, write on, or alter these cards in any way. You will also receive a wristband that will be removed when you receive your diploma backstage.

2. Once all students have lined up (starting at 11:45 p.m.), graduates will be led in a procession into the Auditorium to their seats by Marshals.

3. At your seat, all graduates remain standing until the Master of Ceremonies asks graduates to be seated.

4. When the diploma walk begins, students will walk to the stage one row at a time guided by ushers.

5. Once on stage, you will hand the card from check-in to the name reader.

6. Walk across the stage as your name is read.

7. Shake hands with Dean Bilson and receive your diploma cover, pose for a photo, proceed across the stage to shake hands with your Program Director, and then exit the stage.

8. You will be directed backstage to have your picture taken and to collect your diploma. Your wristband will be removed and exchanged for your diploma backstage. You will also receive an alumni gift backstage.

9. Follow the guidance of the ushers back to the first available seat and remain seated until the conclusion of the ceremony. It is important to know that you will not necessarily return to your original seat.

General Information and FAQs

- **What do I wear?** Students must be in academic regalia (cap & gown) to participate in the Commencement Ceremonies.
  - If you did not pick up your cap & gown at Grad Salute on April 24-25, please arrive early on May 13 to pick up these items at MTCC between 7:30-9 a.m.
  - You should wear the academic cap level on your head. Tassels should be worn on the **right side**. After your degree is officially conferred during the Stuart Ceremony, tassels can be moved to the **left side**.
  - Gowns are worn closed in the front. Graduating students should wear business attire and dress shoes when in regalia.
  - Graduate hoods are worn with the velvet side up and the tapered end at the front. The loop on the tapered end can be hooked on a shirt button or pinned to the inside of the gown. ([video](#)).
  - If you bring a jacket, purse, or camera, please leave it with one of your guests or check it at the coat & bag check. You will not be able to take these items with you on stage or keep them at your seat.

- **Where can my guests park?** All **on-campus parking lots** will be available for parking at no cost.

- **Who needs tickets to attend?**
  - Students who are participating in the commencement ceremony and children/infants under 2 years of age do NOT need a ticket.
  - All guests 2 years of age and older will need a ticket to attend the Opening Ceremony and Stuart Ceremony. The same ticket will be used to enter both ceremonies.
  - Designated seating is available for guests with disabilities. One companion may accompany each guest requiring special seating. Requests for guest disability accommodations submitted through the Commencement RSVP form will be fulfilled. If you have questions or to alter or make new disability requests, please contact Tiffany Johnson at 312.906.6543 or tjohns21@stuart.iit.edu.

- **When do I receive my actual diploma?** (All participating students will receive a diploma cover on stage)
  - Spring 2017 Graduates will receive their diploma backstage during the Stuart ceremony.
  - Fall 2016 graduates should have already received their diploma by mail.
  - Summer 2017 graduates will receive their diploma by mail after final grades are posted for the summer term.
  - Any financial, academic, or other holds not resolved by Wednesday, May 10, 2017, may impact receipt of your diploma on the day of commencement. **Those graduates with holds will NOT receive a diploma on Commencement day.**