2014 Commencement Day Instructions

Commencement will be held on Saturday, May 17, 2014. IIT Stuart graduates are invited and encouraged to participate in both the Opening and IIT Stuart Ceremonies.

Important Schedule Information

IIT Opening Ceremony
Ed Glancy Baseball Field, IIT Main Campus, 31st and Wabash Streets (between State Street and 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 must bring their student ID or photo ID to check-in.
- Guests must arrive at the Ed Glancy Field no later than 9:15 a.m. to be seated before the procession. Gates open at 8 a.m.
- Please note that this event is held outdoors – graduates and guests should dress according to the weather forecast.

IIT Stuart School of Business Ceremony
De La Salle Institute, 3434 S. Michigan Ave., Chicago, IL
(south end of IIT Main Campus, east of the Green Line CTA Station)
12 noon – Reception for graduates and guests
1-3 p.m. – IIT Stuart Ceremony
- Graduates must arrive by 12:15 p.m. to participate in the IIT Stuart Ceremony.
- Graduates must bring their student ID or photo ID to check-in.
- Each graduate will walk across the stage, receive their diploma, and be personally congratulated by IIT Stuart Dean as well as faculty and administration.

Student and Guest Agenda for Saturday, May 17, 2014

7:00-8:15 a.m. Pick up tickets and cap and gown (if not received at Graduate Salute) MTCC
8:00 a.m. Gates open for IIT Opening Ceremony (guests only) Ed Glancy Field
8:30 a.m. Graduate lineup (graduates only and must be in regalia) MTCC
9:15 a.m. All guests must arrive by this time (guests only) Ed Glancy Field
10:00 a.m. IIT Opening Ceremony begins Ed Glancy Field
11:30-11:45 a.m. Guests take shuttle or walk to De La Salle Institute
12:00 p.m. IIT Stuart Reception begins (graduates and guests) De La Salle Institute
12:15 p.m. Graduate lineup (graduates only and must be in regalia) De La Salle Institute
12:45 p.m. Guests seated for IIT Stuart Commencement Ceremony De La Salle Institute
1:00 p.m. IIT Stuart Commencement Ceremony Begins De La Salle Institute
3:00 p.m. Estimated conclusion of IIT Stuart Commencement Ceremony De La Salle Institute
About the IIT Stuart Commencement Ceremony – Processional and Degree Conferral

1. At IIT Stuart’s check-in, you will receive two cards that should be carried with you during the ceremony.
2. Once all students have lined up (starting at 12:15 p.m.), graduates will be led to their seats by ushers.
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 first card from check-in to the name reader.
6. Walk across the stage as your name is read.
7. Shake hands with Dean Kahalas and receive your diploma cover, proceed across 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 second card will be exchanged for your diploma backstage. You will also receive an alumni gift backstage.
9. Follow 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 28-29, please arrive early on May 17 to pick up these items at MTCC between 7-8:30 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 IIT Stuart Ceremony, tassels can be moved to the left side.
  - Gowns are to be worn closed in the front. Graduating students should wear business attire and dress shoes when in regalia.
  - If you bring a jacket or a purse, 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.
  - IIT guests also will have access to the U.S. Cellular Field (White Sox) parking lot.
  - Shuttle Service will be available from U.S. Cellular Field to Stuart Field from 7:30 a.m.-3:30 p.m. Shuttles will also be available to transport guests to De LaSalle Institute for the IIT Stuart Ceremony at the conclusion of the Opening Ceremony. Drop off and pick up locations will be marked with signage on campus and in the IIT Opening Ceremony program.

- **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 IIT 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 Aggie Niemiec at 312.567.5744.

- **When do I receive my actual diploma?** (All participating students will receive a diploma cover on stage)
  - Spring 2014 Graduates will receive their diploma during the IIT Stuart ceremony.
  - Fall 2013 graduates should have already received their diploma by mail.
  - Summer 2014 graduates will receive their diploma by mail after final grades are posted for the summer term.
  - Please be sure to take care of all financial, academic, and other holds by Wednesday, May 14, 2014 in order to ensure you receive your diploma on the day of commencement. **Those graduates with holds will NOT receive a diploma on Commencement day.**