Instructions for Degree Candidates
Please read and keep these instructions for answers to many questions you may have now, or will have soon, concerning commencement.

Parking and Seating
Parking is available adjacent to the auditorium in the parking deck. Tickets are NOT required, however, due to a higher number of graduates anticipated in IST this semester, we request no more than six (6) guests per graduate, please. All guests should be seated by 2:55 p.m. Penn State encourages persons with disabilities to participate in its programs and activities. If you or your guests have any questions about the physical access provided at Eisenhower Auditorium, please call the Associate Dean’s Office at 814-863-3450.

Arrival Time and Processional
Graduates are to arrive no later than 2:30 p.m. Check in at the tables in the lobby entrance per the diagram below. You will be given a name card to be used by the nomenclator to announce your name. (Note: the nomenclator, Dr. Lisa Lenze, will be sending an email only to graduates whom she is unsure how to pronounce either their first or last name to provide a phonetic spelling.) You will be directed to the appropriate hallway where an IST staff member will greet you--PLEASE DO NOT mingle in the lobby, as it will become quite crowded.

College of IST staff members will be located in the right and left halls of the auditorium as indicated in the illustration below. You will need to stay here while outside the auditorium, waiting for the processional to start; staff will assist in this endeavor.

Attire
You must wear academic regalia (cap and gown), available at the Penn State Bookstore on campus. The cap should be worn flat on your head, tassel on the right. Due to the formality of the occasion and safety concerns walking on the steps and stage, please wear appropriate footwear; flip-flops, clogs and loose fitting shoes are not recommended. In addition, it is requested that men wear slacks and a dress shirt with tie. For women, slacks with a blouse, or a dress is appropriate. Thank you for your cooperation. Note: A program and your name card are the only items you carry to your seat. DO NOT decorate your robe or mortarboard. Students will be checked by staff for correct academic regalia.
Decorum
Commencement is an academic ceremony backed by nearly a thousand years of history and tradition. It is a day of joy and celebration, but the ceremony itself calls for dignity and quiet respect. While cheering for sports teams or popular entertainers is the norm, loud noises, horns, cheering, and other types of disruptive behavior are not acceptable during this commencement exercise. Please give this ceremony the respect it deserves and provide the opportunity for all graduates to be appropriately recognized.

Conferring of Degrees
Dr. Mary Beth Rosson will present degree candidates by asking the students to rise. Please remain standing until everyone has been presented and you are directed to sit down. After all the candidates are presented, President Eric Barron will confer degrees. After the conferral statement you will be instructed to move your tassel from the right side of your cap to the left.

Individual Recognition of Graduates
Following the conferring of degrees, graduates will exit through the doors to the right. Please follow the directions of the University Marshals; they will direct you to the appropriate time for your row to stand. Take your name card with you when you leave your seat.

As you enter the backstage area, please form a single line (and remain in this order). An IST staff member will be collecting name cards, which will be given to the nomenclator. As the nomenclator reads your name aloud, proceed across the stage and shake hands (right hand) with the members of the platform party. Continue off stage as directed by staff; a University Marshal will be inside the auditorium to direct you back to the appropriate row. Do not worry about returning to your exact seat, but please stay in your original row.

Recessional
Graduates will march out of the auditorium. After the platform party has left the stage, University Marshals will direct you to exit accordingly. When you reach the main lobby, go to the same place where you checked in and mingle with your guests there.

JOIN THE CELEBRATION BEFORE THE CEREMONY
The College will host an Ice Cream Social from 12:45 to 2:00 p.m. in Reese’s Café and the West Atrium at the IST Building. Please plan to attend with your family and friends. This will be a relaxing and informal occasion for you to make your farewells to fellow students, IST faculty and staff, and many others. Please RSVP by using the link at: http://ist.psu.edu/graduation

QUESTIONS
Commencement Ceremony
Cindy Bierly, cbierly@ist.psu.edu (Commencement Co -Coordinator), 814-863-3450
Mary Boyle, mmb5100@ist.psu.edu (Commencement Co-Coordinator), 814-863-0591

Ice Cream Social/Reception
Cindy Bierly, cbierly@ist.psu.edu (Commencement Co -Coordinator), 814-863-3450
Pam Long, plong@ist.psu.edu (Events Coordinator), 814-865-6170

Graduation Approvals
Shelie Rice, srice@ist.psu.edu (Records Coordinator), 814-863-9084

During the day of graduation
College of IST staff members will be identified by their name tags.