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.

Guest Parking and Seating
Parking is free. Please refer to the enclosed parking map for College of IST guest parking and for ADA lots. Be sure your driver knows you are in the College of Information Sciences and Technology, since there are other ceremonies occurring at the same time. Parking agents on duty will direct guests to park according to college. Students enter Pegula Ice Arena at Gate C and guests enter through Gate B (or Gate A for ADA lots). Guests who require door-to-door accommodations may use the Gate C entrance as a drop of spot ONLY in the turn-around by the door. NO guest/student parking will be permitted in the Gate C lot entrance.

There is no admission fee to the ceremony; tickets are NOT required. You may invite as many guests as you wish, however with the College of IST growing, we ask that you please be reasonable in the number of guests in your party (suggested limit of six or fewer per graduate). Doors will open approximately 90 minutes prior to the ceremony. The ceremony will begin promptly at 3:00 p.m. and will end at approximately 4:30 p.m.

Seating accommodations are available within Pegula Ice Arena for guests with disabilities. Although reservations are not required, early arrival is recommended. NOTE: only one companion seat is provided adjacent to the accessible seat. Other family members may sit in the general seating area. Pegula Staff will be available to assist guests to the appropriate seating areas.

At the conclusion of the ceremony, we ask our guests to please remain at their seats until the platform party, faculty and graduates have left the arena floor. Students will directed from the arena floor, exiting the Gate C entrance; family members should plan to meet their graduate outside the building, using both gates A and B to exit.

Student Arrival Time and Nomenclator (Name) Cards
All students must check-in through the Gate C entrance to Pegula Ice Arena and be seated no later than 2:30 p.m. Check-in tables will open at 1:30 p.m. per the diagram below. You will be given a name card upon check-in by the nomenclator to announce your name. (Note: the nomenclator will be sending an email only to students whom she is unsure how to pronounce either their first or last name to provide a phonetic spelling.) No student will be permitted to enter the Arena without a name card. Please do not mingle in the lobby, as it will become quite crowded. College of IST staff will direct you to the appropriate hallway and into the Arena. You may sit in any seat that is not marked as reserved. Note: your name card is the only item to carry to your seat. Any personal belongings should be given to family or friends to hold during the ceremony—water bottles or other liquids are not permitted on the arena floor.

Photographers from GradImages™ will be at each commencement ceremony to take photographs of students as they individually approach, cross, and exit the stage. If you are interested in being contacted by GradImages™, with an offer for a free 5 x 7 and an opportunity to purchase additional photos, please provide your U.S. mailing and email addresses on the reverse side of your name card. GradImages™ will be in touch with you soon after graduation.
**Academic Dress**

Academic dress or the uniform of one of the U.S. Armed Forces is required in order to participate in graduation exercises. Students may order and purchase their caps and gowns from the Penn State Bookstore. If you need assistance, please contact the Penn State Bookstore at 814-863-0206. The cap should be worn **flat on your head, tassel on right front edge**. Due to the formality of this occasion and safety concerns regarding walking into the arena and onto the steps and stage, please wear appropriate footwear; flip flops, very high heels, 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 dress is appropriate. Please note: Ornamentation representing honorary societies or nationalities is not approved attire for PSU academic ceremonies. **DO NOT decorate your robe or mortarboard.** Students will be checked by staff for correct academic regalia.

**Conferring of Degrees**

Associate Dean Prasenjit Mitra 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 candidates are presented, Provost Nicholas Jones 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 and Recessional**

Following the conferral of degrees, the individual procession across stage will begin. University Marshals will direct students to leave their seats and walk to the right side aisle. Please wait to stand until the Marshal directs your row to do so. Take your name card with you when you leave your seat and be sure it is handed **name side up** to the University Marshal assisting the Nomenclator. Ascend the steps and shake hands with the Platform Party as you cross the stage. Continue off stage down the steps, where your photo will be taken by GradImages™. Follow the Marshal’s directions to return to your row after your photo is taken. Please be very quiet at all times.

As instructed by Dean Andrew Sears, students will stand at their seats and recess down the center aisle, as directed by the University Marshals, following the platform party and faculty. Students will continue down the hallway, exiting through Gate C. **Students should plan to meet their family members outside of the building on the main concourse level, at Gates A and B.**

**Note on Etiquette**

It is the expectation that all students will remain on the floor until the conclusion of the ceremony out of respect for the importance and dignity of this occasion. Early departures are disruptive to other graduates and their families. Remaining to share equally in every graduate’s moment says much about who we are as a community of Penn Staters, and is a true demonstration of “WE ARE...PENN STATE.”

**JOIN THE CELEBRATION BEFORE THE CEREMONY**

The College will host an Ice Cream Social between 12:15 to 1:30 p.m. in Reese’s Café and the West Atrium at the Westgate (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](http://ist.psu.edu/graduation)

**QUESTIONS**

Commencement Ceremony: Cindy Bierly, cbierly@ist.psu.edu (Commencement Coordinator), 814-863-3450
Ice Cream Social/Reception: Cindy Bierly, cbierly@ist.psu.edu (Commencement Coordinator), 814-863-3450,
or Pam Long, plong@ist.psu.edu (Events Coordinator), 814-865-6170
Graduation Approvals: Laurie Shirey, las151@psu.edu (Records Coordinator), 814-863-9084
During the day of graduation: College of IST staff members will be identified by their name tags.