

# 2012 Commencement

Thursday, May 10, 2012 | Genesis Center | Gary, IN

## Are you ready?

### Determine Your Eligibility

You are eligible to participate in the May Commencement if you are

- A student who completed the requirements for graduation by December 2011
- A student who will complete the requirements for graduation by May 2012, OR
- A student who plans to complete degree requirements by August 2012

There is no December or summer ceremony.

### Apply to Graduate

Degree candidates must apply to graduate in order for their academic school and the registrar to confirm final grades. Each school or department has its own procedures and deadlines for applying for graduation. See your academic division for more information.

If you miss application deadlines, your name will not appear in the Commencement program booklet. If you don't apply at all, you won't graduate. If you haven't yet applied to graduate, contact your academic division as soon as possible. If you applied to graduate for a previous semester, you need to change your graduation date with your academic division as well.

## Get Set for Commencement

### Caps and Gowns

All candidates for degrees must wear custom IU apparel at Commencement. Gowns are rented, not purchased, and must be returned immediately after the ceremony. All items can be ordered at Grad Fair on February 29, 2012, 10 am-5:30 pm or March 1, 2012, 10:00 am -3:00 pm in the Library/Conference Center. Students keep their caps, tassels, and stoles of gratitude (undergraduates only).

There are two opportunities to order:

- In person at Grad Fair
- Online at the website of Herff Jones, IU's licensed commencement vendor: [www.herffjones.com/iu](http://www.herffjones.com/iu)

Order by Thursday, March 22, 2012, 10:59 pm CST to get the best price. The rental fee for associate's and bachelor's caps and gowns is \$50, and \$70 for master's, plus 7% sales tax. A late fee of \$25 takes effect March 23rd. Online orders close Thursday, March 29, 2012 at 10:59 pm CST.

### Honor Cords

If you are an undergraduate selected for graduation with honors, you will be notified by your academic division and issued honor cords at Commencement. Questions about honor status should be directed to your academic division. Indiana University candidates who have tentatively earned academic distinction are distinguished by fourrageres, which are looped cords worn from the left shoulder. Fourrageres with cream and crimson cords indicate highest distinction; those with all cream cords indicate high distinction, and those with all crimson cords indicate distinction. Only academic distinction cords awarded for academic achievement may be worn during the ceremony. Fourrageres, pins, medallions etc. awarded by honoraries or societies that do not recognize academic achievement may not be worn during the ceremony.

### Picking Up and Returning Apparel

Caps and gowns will be distributed from Monday, April 23, through Friday, April 27 in the Barnes & Nobles campus bookstore in Savannah Center. Hours are 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to 1 p.m. on Friday.

You must have a picture ID to pick up your apparel. If someone else is picking it up for you, that person must have a copy of the receipt you received either in person or via e-mail, and a note from you indicating permission to collect your cap and gown.

All apparel must be returned by 6:30 p.m. on Commencement Day in the Indiana Room at the Genesis Convention Center. Failure to return apparel will result in a penalty fine.

### Special Events

Some schools hold recognition events and celebrations weeks prior to Commencement. Activities vary from school to school and may include remarks by the dean, the hooding of graduate candidates, and/or the bestowal of various awards. Each school or department issues its own invitations and makes its own arrangements. These ceremonies are not formal graduation exercises. There is only one official graduation ceremony... Commencement.

# Commencement Day! Thursday, May 10, 2012

## Directions

The ceremony will be held at the Genesis Convention Center at 1 Genesis Place in Gary. The Genesis Convention Center is located just off Broadway Street between 4th and 5th Avenues.

From I-80/94, take exit 10B. Go north on Broadway to 4th Avenue. Turn left (west) to the Convention Center on the left. From the Indiana Toll Road, take exit 14B. Follow signs toward Gary (south). Turn right (west) on 4th Avenue to the Convention Center.

## Arrival Time

Graduates are to report to the student robing area in the Indiana Room, on the Lower Level, at 2:30 p.m. The graduates can be dropped off in front of the Genesis Center; signs will be posted to assist you. Due to the limited space in the hallway, all guests are encouraged to go directly to the arena area where the ceremony will take place. Only students are allowed in the Indiana Room.

Since personal belongings are not allowed in the arena during the ceremony (i.e. purses, cell phone), please give them to your family or a friend before you join your division in the Indiana Room. There is no secure area to leave personal items.

Cell phones and pagers are to be turned off during the commencement ceremony. Please remind your guests to do the same prior to the ceremony. The ceremony will last approximately two hours.

## Parking

For your convenience, free parking is available. Handicapped parking will be available adjacent to the Genesis Center. Signs will be posted.

## Mortarboards

The tops of all mortarboards should be parallel to the floor. They are not to be worn at an angle. Men need to remember to remove their mortarboards during the singing of the National Anthem and the Alma Mater.

## Tassel Placement

Candidates for first degrees wear tassels on the right sides of their mortar boards (caps) until the President has conferred degrees. After the conferral, bachelor and associate degree candidates grasp the tassel with the left hand and transfer it to the left side of the cap. Candidates who already have a degree wear their tassels on the left side. Be certain that the tassel is on the left when you go forward to be congratulated.

## Procession

Candidates should be robed and ready to assemble at 3:00 p.m. Graduates will be seated, in alpha order by school/division, in a special seating area in the Indiana Room on the first floor of the Genesis Convention Center. This seating arrangement will replicate the seating arrangement in the arena. A faculty marshal will head each group. Please follow the directions of your marshal.

## Graduate Seating

Graduate seating is arranged by school in the Indiana Room. Graduates will process in the order in which they will be seated in the arena.

## Guest Open Seating

If a guest is an individual with physical challenges who may require special accommodations, such as reserved seating for the hearing, visually or physically challenged, please arrive earlier. Seating at the Genesis Convention Center will be on a first come basis on the Main Level-Arena for wheelchair accessible seating. There will be reserved seating available in Section 112, for our hearing and visually impaired guests. We cannot guarantee any special accommodation if your guests arrive after the ceremony has begun.

## Don't Forget

### Photographs

Grad Images Photography Group will take a photograph of each student as he/she walks across the stage. Complimentary proofs and an order form will be mailed to the graduate. There is no obligation to purchase photographs. The opportunity to be photographed individually will be available before and immediately following the ceremony in the Indiana Room. For additional information, you may call Grad Images at 1-800-261-2576 or [service@gradimages.com](mailto:service@gradimages.com). Visit them at [www.gradimages.com](http://www.gradimages.com)

### Class Rings

A ring display and brochures are in the Bookstore located in the Savannah Center. Rings may also be ordered at the following website: [www.herffjones.com/college](http://www.herffjones.com/college)

### Great News!!

New IU Northwest graduates may receive a free one year membership in the Indiana University Alumni Association by completing a membership request form or signing up on-line at [www.alumni.indiana.edu/optin/](http://www.alumni.indiana.edu/optin/) Graduates receiving a second degree whose membership has lapsed can request to opt-in and receive free membership for one year. Membership benefits include a subscription to the Indiana Alumni Magazine, access to career counseling and tools, discount priced IU merchandise offerings, IUAA travel, group insurance and credit card. For more information, visit [www.alumni.indiana.edu](http://www.alumni.indiana.edu).

### Don't Get Lost!!

Be sure to let the alumni office know your whereabouts should you relocate to a new residence and any other pertinent information about yourself, e.g., job changes, promotions, awards, marriages, births, etc. Stay informed and involved. Be an active Indiana University Northwest alumnus/a!



**INDIANA UNIVERSITY  
NORTHWEST**

OFFICE OF ALUMNI RELATIONS

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