K-State Polytechnic
May 2019 Commencement Instructions

NOTE: K-State Polytechnic’s commencement date is a week earlier than the colleges on Manhattan campus.

I. Commencement Ceremony

KANSAS STATE POLYTECHNIC: Saturday, May 11, 2019, 10:00 a.m., Student Life Center on the K-State Polytechnic Campus, 2310 Centennial Road, Salina.

Graduates meet in the College Center Conference Room by 9:15 a.m.

A reception will follow commencement in the Student Life Center.

Live Webcast of the Commencement Ceremony can be found at: http://www.k-state.edu/graduation/.

REHEARSAL will be held on Friday, May 10 from 1:00 p.m. to 2:00 p.m., in the Student Life Center. Attendance is encouraged.

PARKING: Enter at the main entrance on Centennial Road. The circle drive will be closed. Handicap parking is available in front of the Student Life Center. Drivers should notify Security staff upon their arrival of their need to use the handicap parking area. Use of handicapped accessible parking spaces is restricted to vehicles with the proper permit. Security staff will direct traffic to the appropriate parking lot.

II. General Information

A. GUESTS – Ceremony is open to the public.
B. INDIVIDUALS WITH DISABILITIES – Individuals with disabilities or with questions regarding accessibility may contact Kris Grinter at (785) 826-2676.
C. PERSONAL ITEMS – Leave all valuables (purses, wallets, cameras etc.) at home, in the trunk of your car, or with a trusted member of the audience.
D. DRESS – Business Casual dress. No jeans, shorts, flip-flops, or sandals.
E. NO air horns, silly string, etc at commencement.

III. Degree Requirements:

A. GRADUATION Applications are available electronically in your KSIS student center. If obtaining multiple degrees, applications need to be submitted for each degree. Questions about applying for graduation should be directed to your advisor or the Academic and Student Services Office.
B. GRADES in all K-State courses applicable to the degree must be entered into KSIS by instructors by 5:00 p.m. Tuesday, May 22.
C. STUDENTS must provide official transcripts for all transfer work applied to their degree to the Admissions Office and have any incomplete grades removed by Friday, June 7.
D. UPON CONFIRMATION of degree requirements and clearance of all financial delinquencies, diplomas will be mailed in August. All degree candidates should make sure their correct diploma mailing address is entered for Degree/Diploma in your KSIS student center by June 15. This is essential for ensuring timely receipt of your diploma, particularly if you will be moving from the area following graduation. The diploma that students receive following graduation cannot be expedited.
E. CANDIDATES who apply for May and August 2019 graduation will be listed in the university’s commencement program if their graduation application is cleared by the program’s publication deadline which is March 15. The program is available at all commencement ceremonies; however, listing in this publication does not mean that a candidate has met all qualifications for a degree. Diplomas will be awarded only to students who successfully complete all degree requirements.
F. CANDIDATES who have applied for May or August 2019 graduation but who are not able to complete all requirements to meet above deadlines must reapply for graduation at a later date. Contact the Academic and Student Services Office for instructions.
IV. Transcript Requests:
In order to obtain official copies of transcripts, all financial obligations to Kansas State University, including traffic and library fines, must be cleared. Beginning Fall 2011, transcripts must be ordered online. For information on ordering a transcript, visit: http://www.k-state.edu/transcripts. Graduating students will have until May 31, 2019, 14 days following the end of the semester, to submit an order for a transcript at no charge. Make sure to select “Hold for degree” when submitting transcript requests to ensure any degrees earned will be included. Note: Degrees earned will be available on transcripts June 17, 2019.

V. OBTAINING ACADEMIC APPAREL:
All degree candidates participating in commencement ceremonies will wear academic apparel. To order your cap and gown, go to www.CBgrad.com and select Kansas State University Polytechnic Campus. You will be able to provide a shipping address for your commencement attire. Please have your order placed by April 26, 2019. If you have any questions, please contact the Salina Bookstore at 785-826-2923.

VI. WEARING OF ACADEMIC APPAREL
Associate and Bachelor degree candidates: Traditionally, graduation regalia are not ornamented. Wearing of corsages, boutonnieres or ornamentation is not appropriate to academic protocol. Native American tribal regalia is welcomed as approved regalia for all commencement ceremonies at Kansas State University.
A. TASSEL PLACEMENT: Place tassel on right side of mortarboard. Following conferral of degree, place tassel on left side.
B. MORTAR BOARD: Wear it squarely on top of the head; board parallel to the floor; not cocked to the sides, forward or back.
C. HONOR CORDS: The cords are attached to the gown on the wearer’s left shoulder. They are distributed by the deans’ office to qualified degree candidates. These are the only approved cords for commencement.

MASTER’S CANDIDATES participating in spring commencement exercises will wear a master’s cap, gown, hood, and tassel. The master’s regalia is different than the Bachelor’s regalia. A Bachelor’s gown is not suitable for participation in the Master’s graduation ceremony. These items are purchased online at www.CBGrad.com. If you have any questions about this process, please contact the bookstore.

VII. PRINTED ANNOUNCEMENTS:
Several packages of graduation announcements are available for order from CB Announcements. These can be ordered at the same time regalia is ordered. The announcements are specially imprinted for each graduate and can include the major(s) and ceremony information. Be sure to have all the correct information for your specific degree ready when you place your order. Order online at www.CBgrad.com.

VIII. PHOTOGRAPHY:
A professional photographer will take a photo of the presentation of your diploma cover as you cross the stage. This is a service to you and your family. This optional souvenir photo is offered at a price with no obligation on your part. You will be contacted directly by Grad Images after commencement. You can register to see your proofs on-line and get more information at www.gradimages.com. Click on Pre-Event Registration, search for “Kansas State University”, then select Kansas State Univ. Spring at Salina – 5/11/2019 10:00 AM.

IX. FUTURE ADDRESS CHANGES
The K-State Alumni Association keeps addresses on all graduates to ensure they receive relevant K-State information in the future. Please be sure to complete the Graduate Report and return it as directed. After graduation, please inform the K-State Alumni Association of any name, address, job or marital status changes by contacting:

K-State Alumni Association
Alumni Records Department
1720 Alumni Center
X. **QUESTIONS**
For more information and assistance with commencement, contact Kathy Sanders, Assistant Registrar at (785) 826-2607, Emeryld Wills, Enrollment Management Assistant at (785) 826-2674, or Kris Grinter, Assistant Director of Admissions at (785) 826-2676.

XI. **PERSONAL CHECKLIST**

- Order cap, gown, tassel, invitations, etc.
- Make arrangements for guests with disabilities by calling 785-826-2676.
- Check ceremony location, time, date information
- Complete K-State Post Graduate Report
- Complete Senior Survey
- Clear financial obligations: overdue library charges, parking fees, close Flight Accounts, etc.
- Update your information with K-State Career Center
- Forward your ksu.edu email address