INSTRUCTIONS FOR PARTICIPANTS

Purdue's traditional commencement exercises are designed to honor your significant academic achievements at the University and to demonstrate the pride Purdue feels in its graduates. No student is required to attend commencement, but it is hoped that all candidates for degrees will do so. If you choose to attend, it is expected that you will honor the spirit and dignity that are appropriate to this occasion. If you participate, it is imperative that you remain in alphabetical order within your degree group and remain in this order. You will receive personal recognition on stage as you receive your diploma cover.

Before Commencement Day:

- Indicate commencement participation by April 14.

Students must mark their intent to walk in the ceremony using the myPurdue “Graduating” link found in the top navigation bar. Those who miss this deadline may contact the Office of the Registrar for information regarding participation in a future ceremony at commencement@purdue.edu.

- Order guest tickets by April 14.

All guests must have a ticket to attend commencement. These are provided at no cost. All tickets are general admission seating and will be distributed electronically through Ticketmaster. You are guaranteed a maximum of four (4) guest tickets if you participate in the exercise.

To order, select the number of tickets being requested on the myPurdue portal in the “Graduating” link that becomes available on March 3, 2017. Once tickets are available, a notification will be sent to the candidates’ Purdue e-mail address. This e-mail will be sent on or about May 8, and will include a link to print or forward the commencement tickets. Electronic guest tickets have a system-generated row and seat number; however, these are not your guests’ assigned seats. Tickets also have a unique identifier that is traceable back to the student who requested them. Duplicate tickets with the same bar code will be denied entrance after the first set of tickets has been scanned. Any attempt to sell or make mass copies of electronic tickets will be considered a misuse of Purdue University property. This may result in the violation being reported to the Office of Student Rights and Responsibilities, which may include disciplinary action.

Candidates who do not participate in commencement are not eligible to obtain guest tickets. Diplomas will be mailed to the graduate’s diploma and/or permanent address approximately six weeks after commencement. To ensure the correct mailing address of your diploma, please indicate your diploma address information on the Graduation tab under Diploma Mailing Address. After April 14, permanent and diploma address information will need to be updated using the myPurdue Need to Know Tab, under Personal Information, Addresses and Phones.
Before Commencement Day, continued:

* Please keep in mind that anyone without a seat in Elliott Hall of Music will be welcome to watch the ceremony via a live broadcast in Fowler Hall located inside Stewart Center.

• Order cap and gown by March 24 without a $50.00 late fee.

All candidates who participate in the commencement exercise must wear the appropriate attire. Appropriate caps, gowns, and hoods may be rented through the Graduating link, or University Bookstore. Orders placed after March 24 will be charged a $50.00 late fee. Delivery cannot be guaranteed for orders placed after March 31. Please note that the University does not consider purchased ‘souvenir’ or ‘keepsake’ gowns appropriate for commencement. Please refer to our website for details of your academic attire (including hood and tassel colors).

• Accessibility Needs.

Candidates requiring accessibility assistance to participate in the commencement exercise should phone (765) 494-6157 or 494-8219, or e-mail commencement@purdue.edu as soon as possible to make appropriate arrangements.

Candidates with guests who require accessible seating should also phone (765) 494-6157, or 494-8219, or e-mail commencement@purdue.edu by May 5, 2017, to make appropriate arrangements. All guests requiring accessible seating must have a general admission ticket, supplied by the candidate, to enter the Elliott Hall of Music.

For hearing impaired, please call (765) 494-3933 to reserve a headset. Additional details can be found on our website.

Please note: Guests using wheelchairs/crutches, etc., who had proper accessible seating arrangements made by their candidate, may be admitted to the auditorium through the lower exit doors on the north and south sides of Elliott Hall of Music beginning at 1:30 p.m. ET for the first division, 6:30 p.m. ET for the second division, 8 a.m. ET for the third and fifth divisions and 1:00 p.m. ET for the fourth and sixth divisions. Guests using handicapped parking should enter through the Hovde Hall parking lot from the University Street entrance.

On Commencement Day:

• Arriving at the Armory.

*There will be no rehearsal. Please arrive in the Armory by 1:30 p.m. for the first division, 6:30 p.m. for the second, 8:00 a.m. for the third and fifth, 1:00 p.m. for the fourth and sixth divisions!

As a candidate, you must arrive at the Armory wearing your cap and gown by 1:30 p.m. ET for the first division; 6:30 p.m. ET for the second; 8:00 a.m. ET for the third and fifth; 1:00 p.m. ET for the fourth and the sixth divisions, in order to assemble in your alphabetical place within your degree group and to receive final instructions. Undergraduate and Master's candidates will receive an orator card when they check in. Without this card, the candidate's name will not be announced as they walk across the stage. Candidates MUST be in alphabetical order within their degree group, and remain in this order. Undergraduate tassels should be worn on the right of the cap and graduate tassels should be worn on the left. Candidates must remain in alphabetical order in the procession to receive personal recognition on stage during the ceremony.

• Guest Seating.

The Elliott Hall of Music will be open to your guests at 1:30 p.m. ET for the first division, 6:30 p.m. ET for the second division, 8 a.m. ET for the third and fifth divisions, and 1:00 p.m. ET for the fourth and sixth division. Once the academic procession begins entering the auditorium at 2:40 for the first division, 7:40 p.m. ET for the second division, 9:10 a.m. ET for the third and fifth division, and 2:10 p.m. for the fourth and sixth division, no guests will be seated until the procession is concluded, so urge your family and friends to be in their seats early. As a courtesy to others in attendance, please ask that your guests remain in their seats until the conclusion of the exercise. All seating is general admission for the graduation ceremonies. Electronic guest tickets will have a system-generated row and seat number; however, these are not your guests’ assigned seats.
Please note: Standard security measures will be in effect. Please continue to refer to our website for the most current information.

Some candidates may receive their official diploma at the ceremony. Some will receive a letter printed on yellow paper. If you receive a certificate inscribed with Purdue University, your name, and the May 6, 2017 date of degree conferral, this is your diploma.

- Candidates who arrive late to the ceremony.

If you arrive after the procession has begun to leave the Armory, do not join the moving procession. Go to Aisle 5 in the Hall of Music where an usher will seat you at the end of the candidates of your school.

- Photographs.

A professional photographer will take a picture of you receiving your diploma during the ceremony. You will receive a proof-copy of your photo via your Purdue email address. If you do not want to receive a proof, submit your request in writing to Candidate Coordinator, Office of the Registrar, 610 Purdue Mall, West Lafayette, IN 47907-2040, or e-mail commencement@purdue.edu. For additional information about photography, please visit our website.

In an effort to inform parents and graduates about photos at the upcoming ceremony, Lifetouch will e-mail students in late April, explaining that they will photograph them at their upcoming ceremony. Lifetouch also will allow students to pre-purchase photographs at a discount. If you do not receive an email, please visit their website: https://events.lifetouch.com/purdue.

Additional information regarding commencement can be found on our Web site as noted below:

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THE OFFICIAL WEB SITE OF COMMENCEMENT AT PURDUE UNIVERSITY IS:

https://www.purdue.edu/commencement/

Purdue University is an equal access/equal opportunity university.