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 15.

Students must mark their intent to participate using the participation link on the Graduation tab. 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 15.

All guests must have a ticket to attend commencement. These are provided at no cost. You are guaranteed a maximum of four guest tickets if you participate in the exercise. To order tickets, specify the number of tickets being requested on the myPurdue portal in the Graduation tab that becomes available on March 4, 2016. General seating tickets will be distributed electronically through Ticketmaster. 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 9, and will include a link to print or forward electronic general admission commencement tickets. Electronic tickets are generated with 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 four to 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.
**Before Commencement Day, continued**

Extra tickets, a maximum of two (2), are not guaranteed, but are subject to seating availability. You may submit your name for the extra ticket lottery for your chance on the myPurdue portal. Once the deadline for participation has passed and the number of available seats has been established on April 27, the Office of the Registrar will conduct a random selection to distribute tickets. Notifications will be sent to the candidate’s Purdue e-mail address once the selections have been made and the tickets will be sent electronically along with the guaranteed four (4) free guest tickets.

- **Order cap and gown by March 30 without $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 from local bookstores. Orders placed after March 30 will be charged a $50.00 late fee. Delivery cannot be guaranteed for orders placed after April 6. *Please note that the University does not consider purchased 'souvenir' or 'keepsake' gowns appropriate for commencement.* Please refer to our Web site for details of your academic attire (including hood and tassel colors).

- **Accessibility Needs.**

Candidates requiring accessibility assistance to participate in the commencement exercise should contact Ryan Jones in Room 48B, Hovde Hall, phone (765) 494-6157, or e-mail commencement@purdue.edu as soon as possible to make appropriate arrangements.

Candidates with guests who require accessible seating should also contact Ryan Jones in Room 48B, Hovde Hall, 610 Purdue Mall, West Lafayette, IN 47907-2040, phone (765) 494-6157, or e-mail commencement@purdue.edu by May 6, 2016, 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 Web site.

*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 2:30 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 2:45 p.m. for first division, 6:45 p.m. for the second, 8:15 a.m. for the third and fifth, 12:45 p.m. for the fourth and sixth division!*

As a candidate, you must arrive at the Armory wearing your cap and gown by 2:45 p.m. ET for the first division; 6:45 p.m. ET for the second; 8:15 a.m. ET for the third and fifth; 12:45 p.m. ET for the fourth and the sixth division, in order to assemble in your alphabetical place within your degree group and to receive final instructions. Undergraduate and Master candidates will receive an orator card when they check in. Without this card, the candidates' 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.
On Commencement Day, Continued

• Guest Seating.

The Elliott Hall of Music will be open to your guests at 2:30 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 3:40 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 Web site for the most current information.

• Late Arrivals.

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 at your permanent address, unless you make a request not to receive the proof. Please use myPurdue to ensure your permanent address is correct. 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 Web site.

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.

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/](https://www.purdue.edu/commencement/)

Purdue University is an equal access/equal opportunity university.