

# COMMENCEMENT CEREMONY



CLASS OF 2022

# Agenda

- Commencement ceremony timeline
- Regalia: what package consists of, pick up, dress code
- Rehearsal
- Card Readers
- Commencement ceremony
- Commencement ceremony tickets and guest policies
- Photographer
- Diplomas



# Commencement Ceremony Timeline

**06/06-06/09**

**REGALIA PICK UP**

Students may begin to pick up their regalia and tickets in building 3300. Hours of operation are 8:30 a.m. to 6:00 p.m.

**06/13**

**ADDRESS CORRECTIONS**

Make sure your mailing address is correct in WebSTAR

**06/10**

**COMMENCEMENT REHEARSAL**

Both rehearsals will take place in the gym.  
Morning Ceremony: rehearsal @ 12:30 p.m.  
Afternoon Ceremony: rehearsal @ 2:00 p.m.

**07/11**

**DIPLOMAS**

Students who completed the required coursework for their diploma, should have their diploma mailed to them on the address on file in WebSTAR..

# REGALIA ORDERS

PICK UP:

Dates: June 6th-9th

Times: 8:30 a.m. to 6:00 p.m.

Location: Building 3300

**Picture ID required**

## REGALIA PACKAGE

- Cap
- Gown
- Tassel
- Honor Cord (if merited)
- 3 Commencement Tickets

If you cannot pick up your regalia in person, please email us for accommodations to:  
[studentaffairs@imperial.edu](mailto:studentaffairs@imperial.edu)



# REHEARSAL

## FRIDAY, JUNE 10TH

### 9:00 a.m. Commencement

#### 12:30 p.m. in the GYM

If you are assigned to the morning ceremony, your rehearsal will take place at 12:30 p.m. in the gym.

### 1:00 p.m. Commencement

#### 2:00 p.m. in the GYM

If you are assigned to the afternoon ceremony, your rehearsal will take place at 2:00 p.m. in the gym.

### Why a rehearsal?

#### Card Reader

You will be given a card reader at rehearsal and you will fill out your information for the photographer.

#### Instructions

You will be given instructions and important information for the ceremony.

# CARD READERS

Card readers will be provided by the Student Affairs Office to each student participating in the commencement ceremony.

Card readers will be given to participants during rehearsal to be filled out **AND MUST BE RETURNED AFTER REHEARSAL**

On the day of the ceremony, all participants must report to the library and **check-in by picking up their card reader.**

Only students with card readers will be permitted into the ceremony.

No card reader = No ceremony.

These cards cannot be duplicated.

# COMMENCEMENT CEREMONY

## 9:00 a.m. ceremony

Report to the library no later than 8:00 a.m. in your regalia & only the grad may enter the library

### Check-in

You must check in with IVC graduation staff at the entrance of the library to pick up your card reader.

### Line up

Once you have your card reader, a staff member will assist you in lining up.

The earlier you arrive, the better opportunity you have of sitting next to your family and friends. You cannot save seats for your friends.

### Ceremony

Once you are in the gym, an usher will tell your row when to stand and walk to the stage. You will hand your card reader to the person announcing the graduates.

## 1:00 p.m. ceremony

Report to the library no later than 12:00 p.m. in your regalia & only the grad may enter the library

A reception and photo backdrops will be available in the College Center (building 600) immediately following the ceremony.

# TICKETS

- Each guest entering the ceremony will be required to have a ticket regardless of age. This is a fire code policy.
- IVC does not have extra tickets as we are at maximum capacity with tickets as this is the largest graduating class in IVC History!
- Tickets are not interchangeable in between the two ceremonies- only 9:00 a.m. tickets may be used for the 9:00 a.m. ceremony and vice versa.
- **DO NOT** attempt to duplicate tickets as these tickets will be unique and numbered.
- Special accommodation seating: those who requested special accommodation seatings will be given an accommodation pass for their guest. **THE ACCOMMODATION PASS DOES NOT REPLACE THE ADMISSION TICKET.**

**A LIVESTREAM OF THE CEREMONY  
WILL BE AVAILABLE ON THE  
COLLEGE'S WEBSITE IN REAL TIME.**

# GUEST POLICIES

- All guests are strongly encouraged to have been vaccinated against COVID-19. If any guest or graduate is experiencing any symptoms of illness, they should stay home and experience the ceremony via livestream. The health and safety of the community is of the utmost importance to IVC.
- **FACE MASKS MUST BE WORN AT ALL TIMES REGARDLESS OF VACCINATION OR TESTING STATUS.**
- Admission to the ceremony is by ticket only.
- One ticket per guest and this includes babies and small children. **NO EXCEPTIONS!**
- **NO BALLOONS** are permitted inside the gymnasium.
- No air horns, whistles or other noise makers will be permitted inside the gymnasium.
- Absolutely no food or drinks will be allowed in the gymnasium.
- Leis, stoles and floral arrangements must be given to the graduate either prior to or after the ceremony.
- No guest will be permitted to enter the library.



# PHOTOGRAPHERS

Professional photographers will be stationed at the graduation and will take picture of you receiving your diploma.

This is why we ask that you fill out your card reader with the correct information so that you can be properly identified in your photo samples.

We ask that family members please not come down from their seats to take pictures as this will hold up the procession ceremony.

# PHOTO BACKDROPS

Photo backdrops will be set up at the commencement reception in the College Center (immediately following the ceremony).

There will NOT be a photographer stationed at the backdrops- these are self-serving photo backdrops.

# DIPLOMAS

All students who are currently enrolled at IVC and have intent to complete their course work at the end of the Spring semester or Summer session, should receive the diploma approximately six weeks after the completion of their final course at IVC.

Grades & final GPAs will be posted by June 20th (if you are a Spring 2022 graduate).

Dates will differ for Summer Session graduates.

For information regarding grades and diplomas, you must contact the Admissions and Records Office.

CONGRATULATIONS  
CLASS OF  
**2022**

... and we're so excited to celebrate with you!

