

IOWA | **MBA**

COMMENCEMENT CEREMONY DAY OF EVENT DETAILS

Hancher Auditorium
May 18, 2024 | 10:00 a.m.

It is almost time for the Iowa MBA Commencement ceremony and we are excited to celebrate your wonderful achievement! Accordingly, there are several important details in this booklet to help make the day go smoothly.

COMMENCEMENT DRESS

As a reminder, graduates are required to wear the appropriate regalia - University of Iowa Masters Gown, MBA Masters Hood, Mortarboard Cap, and Black Tassel - during the ceremony.

Graduates are encouraged to press their masters gown with a cool iron or allow it to hang in order to remove wrinkles prior to the event. Flowers or other adornments may not be attached to gowns. The internal colors of the MBA hood should be folded out to show in the back when worn. (For illustrative purposes only, an example of how the hood should be draped is provided in the picture to the right.) Caps are to be worn with the mortarboard horizontal and the tassel on the left. Caps should be worn from the start of the processional until exiting the ceremony auditorium.



When wearing a masters gown, the clothing underneath may be visible from above the neckline and/or below the hemline of the gown depending on the size and fit. It is recommended that individuals consider wearing a collared dress shirt and tie, collared blouse, or shallow scoop neck top with khakis, dark-colored dress pants, or a skirt. A dress with a similar neckline and a hemline shorter than the gown is an option as well. Dress footwear should be comfortable as there will be a good amount of walking and standing throughout the event. Ultimately, individuals are encouraged to try on their graduation day outfit with the gown (sitting and standing) to make sure they are comfortable with their outfit selection.

ARRIVAL

On Saturday, May 18, graduates should arrive to Hancher Auditorium by 9:00am with appropriate regalia in hand. Upon arrival, graduates should utilize the main entrance whose location is indicated by “ENT 1” in the map below.

PARKING

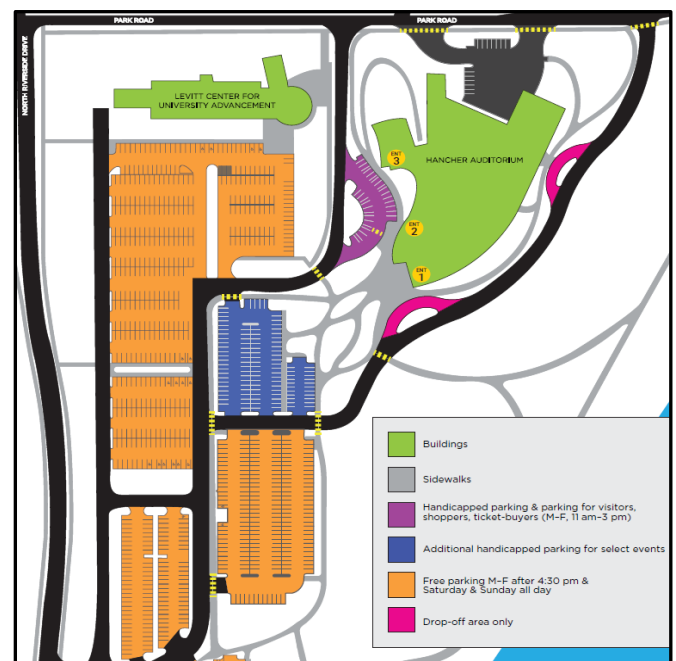
Onsite parking is free on the day of the event.

Graduates and guests are able to utilize any of the appropriate parking options as noted in the parking map to the right.

Handicapped parking options are offered and indicated by the purple and blue shaded areas. Also, a designated drop off only area is located close to the main entrance (ENT 1) with the second closer to the entrance of the auditorium itself. Those locations are shown in pink.

If all appropriate parking options are full, the North Ramp or the Iowa Memorial Union (IMU) Ramp are additional parking locations.

For more information regarding these parking options, visit the [Parking Facilities](#) webpage.



CHECK-IN

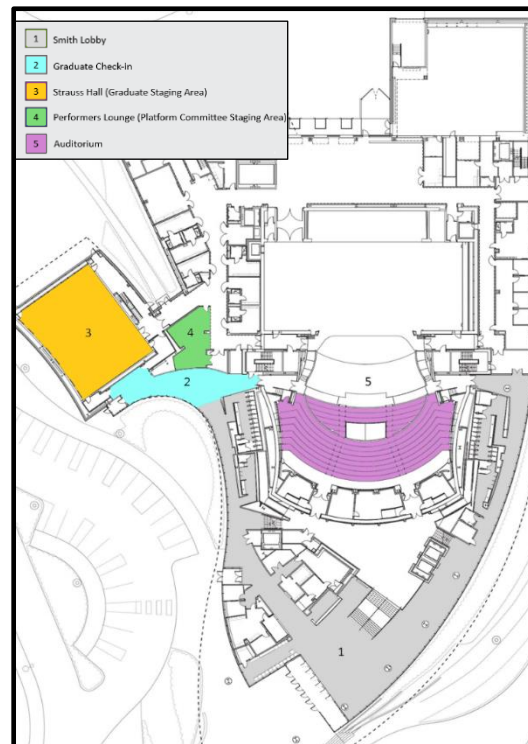
After entering Smith Lobby via the main entrance (ENT 1), graduates should proceed to the left towards Strauss Hall. The graduate check-in area is located just outside Strauss Hall. (Ushers in the lobby can help direct as needed.)

Ticketed guests should proceed to the Hancher Box Office to retrieve their ticket and, ultimately, move to the auditorium. If special seating accommodations were requested, ticketed guest may check in with an usher in Smith Lobby by showing their ticket and they will be directed to the appropriate seat.

At check-in, graduates will verify the phonetic spelling of their name and be given a card with that verified spelling. (This card is to be given to the name reader prior to walking across the stage during the ceremony.) In addition, graduates will confirm that they have all required regalia. If graduating "With Distinction", honor cords will be given at this time too. (Honors designation information is provided on a subsequent page.)

After checking in, graduates may proceed to the graduate staging area inside Strauss Hall to find their position in the processional order. To ensure a timely start to the commencement ceremony, graduates should be in their regalia and in processional position no later than 20 minutes prior to the start time of the ceremony.

Besides the name card, nothing should be carried on stage by graduates. Personal items should be left with guest(s) or secured in a vehicle as the graduate check-in and staging areas will not be secured during the ceremony.



GUEST INFORMATION

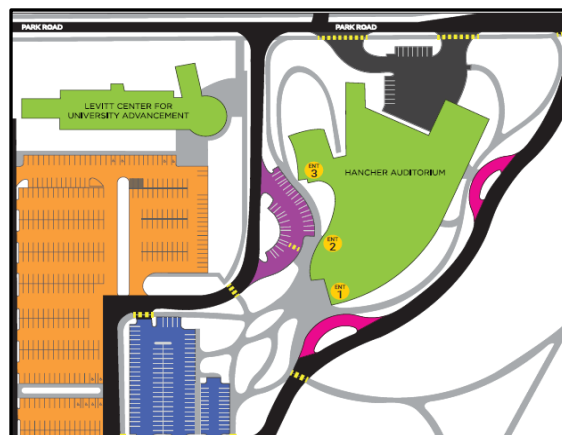
Ticketed guests needing to pick up their ticket should proceed to the Hancher Box Office, which opens at 8:45am. (An arrival time of no later than 15 minutes prior to the event start is encouraged so assigned tickets can be secured in time for the start of the ceremony.) Once at the box office window, ticketed guests should share the name of their graduate.

If special seating accommodations were requested, the ticketed guest may check in with an usher in Smith Lobby by showing their ticket and they will be directed to the appropriate seat.

Ticketed guests must sit in their assigned seat as the house will be full for the ceremony. Also, children or infants sitting on the lap of an adult, must sit on a lap throughout the ceremony. (For fire safety purposes, car seats, carriers, and strollers are not allowed in the auditorium but can be secured by Hancher staff.)

No backpacks or large bags are allowed inside the facility. Guests should refrain from bringing balloons, posters, flowers with glass vases, etc. into the building as well. Hancher Auditorium personnel reserve the right to inspect items brought into the facility.

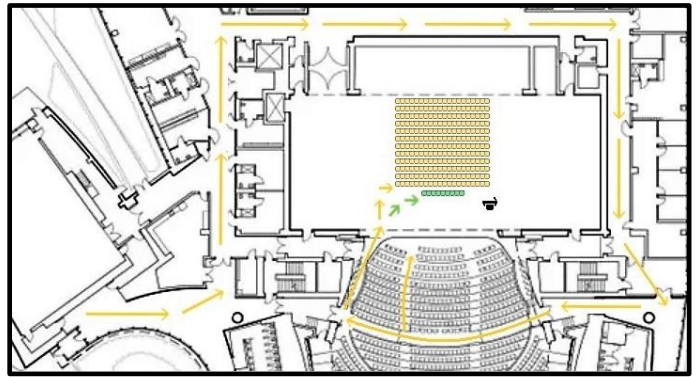
Non-ticketed guests may interact with their graduate in Smith Lobby of Hancher Auditorium before heading over to the livestream watch party that will take place in the Levitt Center for University Advancement. Doors to the Levitt Center 4th floor Assembly Halls, where the livestream watch party will be held, open at 9:30am. After the ceremony, individuals can come back over to Hancher Auditorium to meet with their graduate again to continue the celebration.



PROCESSIONAL PREPARATION & PATH

At approximately 9:55am, graduates led by the platform officials will walk from Strauss Hall to the processional entrance via backstage. This route is indicated with gold arrows in the diagram to the right.

Once on stage, the platform officials fill into the first shorter row of chairs as noted in green while graduates fill into the longer rows of chairs indicated in gold. Some graduates towards the end of the processional line will be seated in the reserved audience seating.



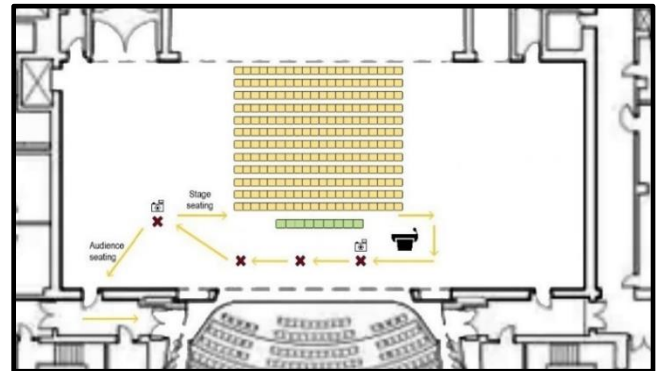
Assistants will be on stage and in the audience to help guide individuals to the correct seat.

PROGRAM

Promptly at 10:00am, the program will start with a “Celebrating Iowa” video for the audience, which will be immediately followed by the processional of graduates led by the platform officials. Once on stage, platform officials will fill into their row of chairs followed by graduates into each remaining row with several graduates seated in the reserved audience seating. (Specific details of the processional path and seating for the platform committee as well as graduates are explained above.)

Once everyone has been instructed to be seated, the ceremony will begin with a welcome from Associate Dean Jennifer Blackhurst and congratulatory remarks by Dean Amy Kristof-Brown followed by the commencement address, conferral of degrees, presenting of graduates, and closing remarks.

For the presenting of graduates, graduates will be invited to the stage front to be recognized individually. (Graduates seated in the reserved audience seating will be invited to be recognized first.) After handing their name card (received at check-in) to the name reader at the podium, graduates first walk to Associate Dean Blackhurst to receive a diploma cover and take a brief picture. After this, graduates continue across the stage to shake hands with Dean Kristof-Brown and Provost Kregel. Graduates continue off stage to have a professional picture taken before returning to their seat. Assistants will be on stage and in the audience to help guide graduates through this process.



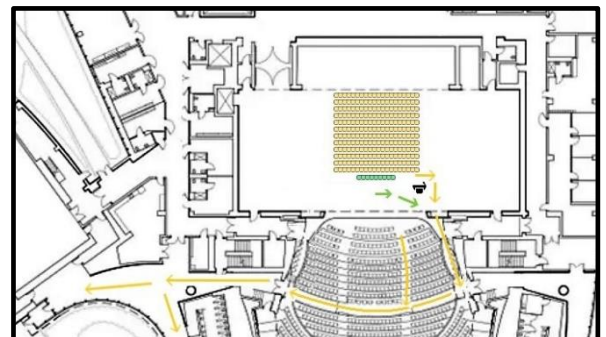
Following the closing remarks, platform officials and graduates will be cued to stand. Platform officials led by Associate Dean Jennifer Blackhurst will then start the recessional out of the ceremony auditorium.

RECESSIONAL PATH

At the conclusion of the ceremony, graduates led by the platform officials will walk out of the ceremony auditorium back to the graduate check-in and staging areas. This route is indicated with gold arrows in the diagram to the right.

Assistants will be on stage and in the audience to help guide graduates through this process.

Platform officials and graduates should remain in the recessional line until they have returned to the appropriate staging areas. From there, graduates may disperse to personally celebrate with their guests, fellow graduates, and other attendees.



“WITH DISTINCTION” HONORS

Iowa MBA candidates who have achieved at least a 3.80 cumulative program grade point average and Iowa Executive MBA candidates who have achieved a 4.00 cumulative program grade point average are awarded “With Distinction” honors. During the commencement ceremony, these individuals wear gold honor cords which are handed out to qualifying graduates during check-in on the day of the ceremony.

Due to required printing lead times for the commemorative Iowa MBA Commencement Ceremony Program and the timing of the event itself, “With Distinction” notations in this program are based on the cumulative program grade point average calculated at time of print submission deadline.

Final qualification for graduating “With Distinction” is based on cumulative program grade point average through the completion of degree. Thus, “With Distinction” designations reflected on official University of Iowa records may differ.

DIPLOMAS

University of Iowa graduates with no outstanding University charges receive one 8.5" x 11" diploma per degree earned.

Diplomas are mailed by the Office of the Registrar using the respective Diploma Mailing Address of each graduate. If a Diploma Mailing Address is not listed for a student, the diploma is mailed to the Residing Address listed in MyUI. This mailing process begins once final grades for the degree are processed.

Students can expect to receive their diploma approximately eight weeks after their graduating session.

CERTIFICATES

A certified electronic and/or print version of certificate awards are available for purchase. Please wait to order certificates until after degrees have been conferred and after receiving a conferral email from Graduation Services. For more information, visit the [Office of the Registrar Diplomas](#) page.

CEREMONIAL PROGRAM

On the day of the ceremony, graduates participating in the Iowa MBA commencement event receive an Iowa MBA Commencement Ceremony Program commemorating the occasion.

Separate from this, the University of Iowa Commencement Program is a listing of degree candidates from each college. The most current and archived programs are available in PDF format on the [Commencement Programs](#) webpage. Names are listed based on graduation semester and sorted by degree type. *Summer and fall degree candidates are listed in the fall program for their graduating session while spring degree candidates only are listed in the spring program for their graduating session.*

Important points of note:

- Exclusion of a student name from the program may be due to a directory restriction on their academic record.
 - To check data restrictions settings in MyUI, visit the [Student Data Restriction](#) page.
- Applying for a degree after the degree application deadline may result in exclusion from this program.
- Inclusion in the commencement program is not tied to participation in a ceremony.
- Publishing names of degree candidates is not a verification of completion of degree requirements.
- All graduates are listed in the program according to time at which they earned or are expected to earn a degree.

If you have additional questions about this program, please contact UI-commencement@uiowa.edu.

ADDITIONAL INFORMATION

These details and some additional information can be found on the [MBA Commencement](#) webpage.

If individuals still have questions, please contact Raven McMurrin via email at raven-mcmurrin@uiowa.edu.

IOWA

Tippie College of Business