DECEMBER 2012 Commencement is Saturday, December 8, 2012

THE APPROVED ACADEMIC ATTIRE AND ETIQUETTE

Academic attire is required for participation in commencement ceremonies. No graduate may participate without the appropriate attire.

At Kettering University, all of the graduates’ caps and gowns are black. The gowns are to be hooked at the collar and remain hooked throughout the ceremony. The elastic portion of the cap should be at the back. The tassel should be placed over the right temple until the time the graduates are instructed to move their tassels from the right to the left. This occurs after the conferring of degrees. Men should remove their caps during the National Anthem.

Casual, yet professional dress is recommended for commencement; be mindful of the temperature and weather outside when choosing your clothing. Blue jeans, tennis shoes and flip flops are discouraged.

Kettering University allows the following adornments with the graduates’ academic regalia:

♦ Academic Honor Cords: These are given to those undergraduates who will graduate with honors (cum laude, magna cum laude or summa cum laude). The honor cords will be distributed at the name card table on commencement day. To receive these honors, you must have an overall GPA of 3.5 or above. Verification will be made by the Registrar's Office before releasing honor cords. Replacement cords cannot be issued, so please do not lose them.

♦ Leadership Fellow (sash)
♦ Outstanding Thesis Award (medal)
♦ President’s Medal
♦ Sobey Scholar (medal and pin)
♦ Adornments from Kettering University recognized honor societies

OBTAIN YOUR REGALIA, GRADUATION ANNOUNCEMENTS AND CLASS RINGS AT GRAD SALUTE

Grad Salute is an event held in the winter and spring term for those attending June Commencement and in the summer and fall term for those attending December
Commencement. At GRAD SALUTE students may purchase regalia, and order announcements and class rings.

Regalia (cap and gown) is required to participate in commencement. Bachelor’s degree graduates wear a cap, gown and tassel. Master’s degree graduates wear a cap, gown, tassel and hood. Graduates purchase these items through the University Bookstore.

Orders for graduation announcements and class rings may be placed at Grad Salute. For more information, or to place an order directly with Jostens, you may call 1-800-854-7464, or visit their web site at www.jostens.com. You may also view ring samples in the Campus Bookstore.

**Fall Grad Salute**
Thursday, September 13, 2012 & November 1, 2012
11:00 a.m. – 3:00 p.m.
Great Court, Campus Center

**DISPLAY YOUR DIPLOMA WITH PRIDE!**
Show your pride in your alma mater with an elegant frame that displays campus landmarks and your diploma. For ordering information, please refer Kettering University’s Alumni and Friends web page at http://www.kettering.edu/alumni-donors/alumni-services/diploma-displays.

You can also help your alma mater and other Kettering/GMI alumni keep in touch with you. Please notify the University Advancement when any of your information changes by calling (810) 762-9883.

**COMMENCEMENT DAY!**

8:30 – 10:00 A.M. – FACULTY – HOSTED RECEPTION
A faculty-hosted reception will be held in the International Room, prior to the commencement ceremony, from 8:30 a.m. – 10:00 a.m. The International Room is located on the 5th floor of the Campus Center. All graduates and their guests are invited to attend. This is an opportunity for the graduates and their guests to socialize with the faculty and staff. Refreshments and a continental-style breakfast will be provided by Kettering University.

9:00 A.M. – DOORS OPEN TO THE RECREATION CENTER

9:00 A.M.-10:30 AM – STUDIO PORTRAITS (optional) in the Raquetball Courts, 1st floor, Recreation Center

9:45 – 10:30 A.M. – PICK UP NAME/PHOTO CARDS
All graduates are required to have a name/photo card. They must be picked up between the hours of 9:45 a.m. and 10:30 a.m., prior to lining up for the assembly. The name card table will be located in the Great Court, located on the 2nd floor of the Campus Center. Each graduate will present their name card to the reader, who will announce their name as they walk across the stage and receive congratulations.

♦ Note to Graduates: If your name is difficult to pronounce, please write it out phonetically on your name card, so the reader can announce your name correctly during the ceremony.

10:30 – 10:55 A.M. – ASSEMBLE AND LINE UP
After obtaining their name cards, all graduates will report to the 1st floor hallway of the Campus Center (outside the Wellness Center) between 10:30 a.m. and 10:55 a.m. Graduates will then proceed to line up for the processional. Marshals and staff volunteers will be present to direct and assist in the process. Because there will be 200+ graduates lining up, it is important that everyone follow the direction of the marshals and staff volunteers.

Undergraduates will line up by their degree department. Signs will distinguish the various departments (Business, Electrical and Computer Engineering, Industrial and Manufacturing Engineering, Mechanical Engineering, Mathematics, Computer Science, Physics and Chemistry).

Graduate students will line up as one group, under the Graduate Studies sign.

10:55 A.M. – PROCESSIONAL BEGINS
At approximately 10:55 a.m., with the marshals leading, all graduates will begin their march to the Recreation Center, where the formal processional and commencement ceremony will begin at 11:00 a.m. Each group of graduates will be directed and lead to their seats by marshals.

11:00 A.M. – COMMENCEMENT CEREMONY BEGINS
Once at their seats, all graduates will remain standing. Instructions will be given throughout the ceremony on when to be seated and when to stand. When it is time for the graduates to walk across the stage and receive their diploma cover, the marshals will direct them to the platform. Each graduate will present their name/photo card to the reader, who will announce their name. They will then receive their diploma cover from their degree department head and continue across the stage to receive congratulations from the President of the University.

12:30 P.M. – RECESSIONAL (TIME APPROXIMATE)
At the conclusion of the ceremony, the graduates will be directed out of their seats by marshals to a faculty and staff greeting line, where they will be congratulated by various faculty and staff members. At the end of the greeting line, graduates will exit the area where they will be able to find their family and friends. We ask that all
guests of the graduates remain at their seats until the conclusion of the recessional. This will enable the graduates to find their family members upon exiting the greeting line.

**IMMEDIATELY FOLLOWING THE CEREMONY – STUDIO PORTRAITS (optional) in the Raquetball Courts, 1st floor, Recreation Center**

**MISCELLANEOUS INFORMATION:**

**PROVISIONS FOR THE PHYSICALLY CHALLENGED**
There will be designated parking (and a drop-off area) for our physically challenged guests in the Recreation Center parking lot. One of two entrances to the Recreation Center will be conveniently located in this area, with seating for those physically challenged guests located near this entrance/exit. Ushers will be available upon entering and will provide assistance as needed. No prior arrangements need to be made.

**VIDEOTAPES**
Kettering University does not provide videotapes of the ceremony for purchase. However, guests are welcome to videotape the graduates during the ceremony. Note: Videotaping is not allowed on the second floor track of the Recreation Center.

**PHOTOGRAPHS**
A professional photographer will take a photograph of each graduate as they walk across the platform stage to receive their diploma cover, and another one as they exit the stage. A copy of those photographs (proofs) will be sent to the address the graduate noted on their name/photo card, within ten days of the ceremony. There is no obligation to purchase.

The photographer will also be available to take individual and family studio portraits prior to and after the ceremony, for a limited time. These will be on a first come, first serve basis. Please refer to the Commencement Day Schedule on the last page of this guide for times and location.

For further information on photographs and/or pricing, please contact Call Photography directly at (800) 997-4980.

**ANY LAST MINUTE QUESTIONS OR CONCERNS ON COMMENCEMENT DAY?**
Any last minute questions or concerns can be directed to our staff volunteers who will be located in the Student Lounge outside BJ's (1st floor, Campus Center, just behind the elevators) from 8:30 – 11:00 a.m.
FREQUENTLY ASKED QUESTIONS

When is commencement

December 2012 Commencement is Saturday December 8, 2012.

What time should we get there?

The pre-commencement reception begins at 8:30 a.m. The doors open to the Recreation Center at 9:00 a.m. – open seating for guests.

The commencement ceremony begins at 11:00 a.m.

How long will the ceremony last?

Approximately one and one-half hours.

Is there a rehearsal?

No. Faculty marshals and staff volunteers will be present on commencement day to guide and lead the graduates through the assembly and ceremony.

Are tickets required?

No. Graduates indicate their number of guests on their Application to Graduate. (We ask all graduates to limit their number of guests to 8.)

Where should we park?

Parking is available on campus and attendants will be posted to provide directional assistance. Get detailed directions and parking information.

Are there seating accommodations for the physically challenged?

Yes. You may use the lower-level entrance to the Recreation Center. Parking attendants will be available to direct you. Upon entering the building, ushers will be available to direct you to the special seating area.

Where can I get information on local hotels?

View a list of area hotels.

Who do I contact if I have more questions?

Questions regarding the commencement ceremony can be directed to Diane Alderson, Director of Special Events at (810) 762-9770 or dalderso@kettering.edu