



## May 1, 2024 Metro Commencement Ceremony

Please read this letter in its entirety as it includes important information regarding this event.

### Ceremony Information

**Date:** Wednesday, May 1  
**Time:** 7:00 pm - 9:00 pm  
**Location:** Wells Fargo Arena  
233 Center St, Des Moines  
**Doors Open:** 5:00 pm

### Cap and Gown Pickup

**Date:** Wednesday, May 1  
**Time:** 5:00 pm - 6:30 pm  
**Location:** HyVee Hall, Hall B  
730 3<sup>rd</sup> Street, Des Moines  
**Doors Open:** 5:00 pm

### ATTIRE and CHECK-IN PROCEDURE

Commencement regalia shall consist of a cap, gown and tassel. If earned, DMACC honor cords, veterans cords, DMACC Honors Program medallions and Phi Theta Kappa stoles may also be worn at the ceremony. Phi Theta Kappa members should contact your chapter advisor for information about obtaining stoles prior to the date of the ceremony. If you indicated on your DMACC application that you are a veteran, then you are eligible to receive a veterans cord. Any additional adornments or program specific honors are prohibited. Please remember this is a solemn occasion and to choose clothing and shoes that will respect this event. The processional will require plenty of walking, including stairs down to the arena floor as well as walking to the stage and back. Please plan accordingly by wearing comfortable shoes.

Reader cards, caps, gowns, tassels, and cords are distributed in Hall B of HyVee Hall. You will begin by checking in at the Reader Card Table. It is of utmost importance to always keep your reader card with you. This is used to read your name aloud and scanned to display your name on the Jumbotron when you cross the stage during the ceremony.

**Please note that Hall B is intended for graduates only.** Once you receive your regalia you are welcome to join your guests in Wells Fargo Arena to socialize, eat, and take pictures prior to the ceremony.

The event will be livestreamed. A link will be emailed to graduates prior to the ceremony.

### CEREMONY

Due to safety/security protocols at Wells Fargo, graduates are required to stay for the entire ceremony. **If you think this will be an issue, then you may want to reconsider whether to participate.** If you want individual and/or family photos taken, please plan to arrive before 6:00pm. If you do not intend to have photos taken, please plan to arrive between 6:15 and 6:30 pm to allow adequate time to pick up your cap and gown and receive instructions for the processional. **Graduates are required to be dressed in their regalia and in their seats in HyVee Hall, Hall B, by 6:30 pm.**

Participants in the graduation ceremony are presented as candidates for their respective awards. If you are eligible for more than one certificate/diploma/degree, your name is listed in the program for all awards but you will only walk across the stage once for the highest award received. Graduates who completed their program requirements in December of 2023 will be identified in the commencement program as fall graduates. At commencement you will receive a diploma cover. **Diplomas are mailed** approximately six weeks after the end of term in which you complete your program requirements.

To earn an honor cord, students must achieve a 3.50 grade point average in all courses that apply toward their program of study. *Because we will not have spring grades recorded prior to the commencement ceremony, only courses completed through the Fall 2023 semester are included in this GPA calculation.*

### **SPECIAL ACCOMMODATIONS**

If you require special accommodations or assistance during the ceremony, contact the Graduation Office immediately so arrangements can be made. Closed captioning will be available. Handicap parking is available in all the lots surrounding the arena. If your guests need special accommodations, please see a Wells Fargo Arena usher at the ceremony.

### **NO COAT CHECK**

There is no coat check available. Please plan to leave purses, keys and valuables at home or with family members. Do not bring backpacks to the ceremony. Information on Wells Fargo's bag policy and security measures can be found on their FAQ page here, <http://www.iowaeventscenter.com/plan-your-visit/event-policies-faq>.

### **GUEST SEATING**

Wells Fargo Arena provides a generous amount of seating for guests. Therefore, we are not limiting the number of guests that students can invite. Children must sit in the arena seating area with an adult. They are not allowed to sit with graduating parents on the main floor. Doors open at 5:00pm and seating is first come first served.

### **PARKING**

Wells Fargo Arena/HyVee Hall charges for parking in the lot, but free parking may be available on the streets. Please allow extra time to find parking and still arrive at the arena on time. Additional parking information can be found at <http://www.iowaeventscenter.com/plan-your-visit/directions-parking>.

### **PHOTOGRAPHS**

The Grad Team will photograph this year's ceremony. **Individual and family photos will be taken between 5:30 pm and 6:15 pm only on the second level of Wells Fargo Arena.** Additionally, each student will be photographed during the commencement ceremony when crossing and when exiting the stage. The Grad Team will send proofs to you within one week after commencement. You may order copies of the proof and various photograph packages at <https://thegradteam.com/events/dmacc/>

### **ANNOUNCEMENTS / INVITATIONS**

To order announcements / invitations for the event, then please visit <https://www.cbgrad.com/school/DMCC>

### **FOOD**

Concession items will be available for purchase at Wells Fargo Arena. Please no outside food.

If you have questions regarding commencement or no longer plan to attend, please contact the Graduation Office at (515) 964-6644 or [credentials@dmacc.edu](mailto:credentials@dmacc.edu).