

A blue banner with a yellow tassel on the left side. The word "COMMENCEMENT" is written in large, white, bold, sans-serif capital letters in the center.

COMMENCEMENT

MAY 11, 2024 at 10:00 AM

Peoria Civic Center (Exhibit Hall B & C) 201 SW Jefferson Ave., Peoria

Ceremony lasts approximately 2 hours

BEFORE COMMENCEMENT

> Check your cap and gown package as soon as you receive it.

- Check to make sure you have a cap with a tassel.
- Try on your cap and gown. Your cap is to be worn flat, not on the back of your head. The cap should be pulled down slightly on the forehead. If you have problems with the fit of your cap and gown, call the Bookstore at (309) 694-5208
- Honor cords are for graduates earning an associate degree with a cumulative grade point average of 3.5 or higher at the end of the fall semester. Honor cords will be provided to these graduates on the day of the ceremony.
- Hang your gown. We recommend you hang up your gown as soon as you receive it or use a steamer to remove wrinkles. **DO NOT IRON.**

> Graduates with Disabilities

- If you, as the graduate, require special seating, are unable to negotiate steps, or need other arrangements, please contact the Events Office at (309) 694-5717 no later than Friday, May 3.
- Service animals are welcome to participate in the ceremony. If you will have a service animal with you, please notify the Events Office at (309) 694-5717 no later than Friday, May 3.

> Rehearsal - There is NO rehearsal. A marshal will direct you throughout the ceremony.

- **Dress Appropriately** - Choose your attire and footwear wisely. You will be walking up and down stairs, walking to and from parking at the Peoria Civic Center, as well as walking through the processional and recessional.
- **Personal Items** - There will be no storage or security provided for purses, keys, phones, cameras, and other personal items. Plan accordingly.

> Family - ICC values the safety of our graduates and their guests; therefore, graduates **WILL NOT** be allowed to have children sit with them during the ceremony. Please plan in advance for your child(ren) to sit with family or friends in the guest audience as you receive your diploma.

DAY OF THE CEREMONY

- **Arrive Early** - Please be aware that there are multiple events occurring at the Peoria Civic Center the morning of commencement. Parking may be limited, and there may be a charge.
- **Check In Early** – Check in no later than 9:00 am. When you arrive at the Peoria Civic Center, locate Exhibit Hall A for check-in.
- **Name Card** - Make sure you receive your name card at check-in. This is what you will hand to the announcer.

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- **Commencement Program** - A copy of the program will be on your chair inside the ceremony hall.
- **Line Up** - You will not be seated alphabetically or by the program. You may line up with a friend if you wish. Stand in line in front of, or behind, the person you wish to sit by during the ceremony. You will follow the faculty processional into Exhibit Hall B. Remember to bring your name card with you. It is important for the ceremony to know how many graduates are in each line. As ICC staff begin counting, please be courteous and respectful.
- **Tassel** - Your tassel should be on the right side of your cap. After all graduates have received their diplomas, the President will instruct when to flip it to the left side.
- **National Anthem** - It is traditional for you to remain standing and place your right hand over your heart for the National Anthem, and men may remove their caps. Women do not.
- **Get Your Diploma** - The marshals will usher each row up to the announcer. Present your name card to the announcer and offer proper pronunciation if need be. Pause while the announcer calls your name, and then walk on to the stage toward the standing dignitaries to receive your diploma cover and shake their hands. (You'll only receive your diploma cover at this time. Your official certificate or diploma will be mailed to you in four to six weeks.)
- **Photos** - A professional photographer will take two photos during the ceremony - one when you receive your diploma cover on stage, and one posed with a backdrop off stage. There is no obligation to purchase photos. A direct link will be sent to the email you provide.
- **Remain Standing** - After you receive your diploma cover, return to your row. Remain standing until everyone in your row has returned. Then you may be seated.
- **Recessional** - Your cap, gown, and tassel are yours to keep.

GUESTS

- **No tickets are required.** Seating is available on a first-come, first-served basis.
- **Interpreters** for the deaf and hearing impaired will be present.
- **Special seating** is available for those with disabilities. You do not need to call for reservations in this section. Ushers will direct guests. Drop-off entrance is located off Monroe St., Door #4 Theater Entrance.
- **A professional photographer** will take two photos during the ceremony - one when your graduate receives the diploma cover on stage, and one posed with a backdrop off stage. There is no obligation to purchase photos. A direct link will be sent to the email provided by the graduate.
- **You may pre-order flowers** for your graduate at thecommentgroup.com/icc to avoid waiting in line. All online orders will be available for pickup on-site the day of commencement. To retrieve your order, please stop by our booth conveniently located outside Exhibit Hall B at the entrance to the ceremony.