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# DECEMBER GRADUATION

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September 2024

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## Prior to Graduation

*Everything you need to complete prior to Graduation Day*

### Application for Graduation

Application for graduation is filled out in the final semester of classes (this will be emailed to all graduates). The information on the application for graduation is used to order your gown, pins, and for listings in programs for graduation events.

### Licensure/Registry Application

Materials and instructions will be provided during your final semester. Special attention should be given to specified submission dates to avoid delays.

### Academic Exit Interview

A College representative will conduct an exit interview during your last few months of enrollment. Information from these interviews is used to improve the college's academic programs and operations. A schedule for these interviews will be posted in the future.

### Loan Exit Interview

If you have borrowed from any of the following: Direct (Stafford) Loan, Nursing Student Loan, or Allen McElroy Loan, you are required by federal regulation to complete a loan exit interview. Information regarding exit counseling will be emailed to you at the end of the semester. Watch for the email and be sure to complete the appropriate exit counseling as soon as possible upon graduation.

If you have questions regarding exit counseling, please contact Renae Carrillo at (319) 226-2515.

## Graduation Ceremony

*What to expect on Graduation Day*

### Honor cords

Academic honors announced at graduation are based off the cumulative grade point average from the previous required semester and are awarded for a 3.50 or above (we will not round up). Final honors reflected on your transcript will be calculated based on all grades earned at Allen College.

### Graduation Ceremony—December 20, 2024

Commencement will be held at the Waterloo Convention Center, 200 W. 4<sup>th</sup> Street, Waterloo, 50701 beginning at 11 a.m. This is a formal ceremony that recognizes your academic achievements; therefore, you should dress in business attire for the ceremony. Because your gowns are dark in color, graduation protocol suggests you should wear dark accessories--shoes, slacks, etc.--to ensure a uniform appearance to the graduation ceremony and to highlight the colors of the hoods, tassels, and honors you have earned. Graduates should consider low heels or flat shoes, as they will need to walk up and down stairs to cross the platform. Honor students should wear honor cords.

Guests may arrive beginning at 10:15 a.m. For guests who are unable to attend in person, the ceremony is livestreamed on the Allen College Facebook page.

If you choose to bring purses, keys, or other items to the graduation ceremony, please be aware that there is not a secure place to leave your belongings.

## Graduation Photos/Video

A professional photographer will take individual pictures of each student during the ceremony. Allen College provides the individual diploma pictures. Additional photos may be ordered via the photographer's website. The photographer will mail all photos to you.

## School Speakers

Each graduation ceremony may include student speakers. Students will cast ballots for a student he/she wishes to represent his/her school. Since there is more than one program in each school, the top vote receivers for each program will be randomly selected to represent the school.

## Graduation Attire & Documents

### Cap and Gown

Caps and gowns will be available at the beginning of December - watch for further details. Pick up your attire in plenty of time prior to graduation. Make sure you have a cap, tassel, gown and hood (graduate students only). Gowns, if hung, should be ready to wear. Wrinkled gowns can be steamed. Gowns are expected to look wrinkle-free and professional on graduation day. All graduation attire is yours to keep. Do not alter or decorate your cap in any way. We will have extra caps at the venue and will remove decorated hats at our discretion.

### Diploma

Diploma covers are presented the day of graduation. You will receive a replacement sheet in your diploma cover the day of graduation. Actual diplomas and certificates are sent to students in approximately eight weeks via mail once degrees have been verified.

### Transcript

A final transcript is sent to your most current **local** address on file in the Registrar's Office following completion of all course requirements. Additional transcripts will need to be requested online via the Allen College website.

## After Graduation

### Employment Status

Various accrediting bodies require graduate employment data. Periodic inquiries will be mailed to you following graduation, and we ask that you please respond with this information. Please keep the college informed of any address or name changes.

## Graduation Day Schedule at Waterloo Convention Center

9:45 a.m.	Students arrive
10:15 a.m.	Guests may arrive and be seated
10:55 a.m.	Students line up
11 a.m.	Graduation ceremony

Additional information on graduation can be found on the Allen College website.

For information on parking, places to stay and dining near the Waterloo Convention Center, please visit:  
<https://waterlooconventioncenter.com/plan-your-visit>