



COMMENCEMENT INFORMATION PACKET

Congratulations on your upcoming graduation from Martin University!

To ensure a smooth and memorable Commencement Ceremony, please review the following guidelines and important information.

Commencement Ceremony Details



Date and Time: MAY 31, 2025



Location: Father Hardin Gathertorium

2186 North Sherman Drive

Indianapolis, IN 46218

Pre-Ceremony Checklist

✓ **Apply to Graduate:** Ensure you have applied to graduate to receive your degree and participate in the Commencement Ceremony.

✓ **Clear any Financial Holds:** Ensure that all financial obligations are cleared. Please reach out to Bursar Office via email: bursar@martin.edu or phone: 317-543-3238


✓ **Order Cap and Gown:** A cap, gown, and tassel are mandatory for participation. Order your regalia today, or online by the specified deadlines to avoid additional fees.


Ordering Deadlines:


- **Final Deadline:** April 4, 2025, due to the custom signet tassel production times this deadline cannot be extended to avoid delayed shipping times.

 **Order Here:** herff.ly/martin


Day-of-Ceremony Guidelines


 **Arrival Time:** Graduates should arrive as early as 10:30 a.m., but no later than 11:45 a.m.

 **Check-In Location:** Proceed to Champions Hall for security check-in and registration.


 **Processional Line-Up:** Begins at 11:50 a.m. **SHARP**. Follow directions from event marshals to line up by school/program.

Parking & Tickets

 **Parking:** Parking information, including designated areas for graduates and guests, will be announced closer to the event date.

 **Tickets:** Each graduate will receive a designated number of tickets for family and friends. **Ticket distribution details will be announced on March 31, 2025.** Stay tuned for further instructions on how to obtain your tickets.

Accessibility for Disabled Guests

 If you have a **family member or guest who requires accessibility accommodations**, please complete the **Accessibility Request Form** located in your graduation folder and turn it in, OR submit the request online at martin.edu/registrar.

To ensure appropriate arrangements, all requests must be submitted as soon as possible.

What to Bring


✓ Mandatory Items:


- Cap, cap tassel, gown, and Kente stole.

✓ Optional Items:

- Honor cords (for eligible students).
- Military/veteran cords (for service members).


What Not to Bring


 Personal belongings such as purses or bags, as there is no secure storage available during the ceremony.


 Corsages or any unapproved regalia.

 Weapons

Dress Code

 **Attire:** Business casual attire under your gown is recommended. ❌ No jeans, shorts, crop tops, tank top or flip-flops.

 **Footwear:** Wear comfortable shoes; stilettos are not recommended.

 **Cap Decoration:** Decorating your cap is permitted, provided it is respectful and not distracting. ❌ NO PROFANITY or DRUG SYMBOLS.

Graduation Announcement manufacturing and delivery times:

Manufacturing Time

- Standard Order Option: Up to 10 business days.
- Rush Order Option: Up to 5 business days.

Delivery Times (based on selected option)


- Standard USPS Priority Mail - please allow 3-5 business days (excluding Sunday)
- Rush FedEx Next Day - please allow 1 business day (excluding weekends)
- APO/FPO, U.S. Territories and international - please allow 1-2 weeks

A shipment confirmation email with the tracking number, is sent to the email address provided once the order ships.

IMPORTANT NOTICES


- **Your cap and gown products will be shipped and distributed on campus no later than May 25th**
- **If you need additional information, please contact Herff Jones customer service at 1-800-837-4235.**


Additional Information

 **Forgotten Items:** If you forget your cap, a replacement is available for a \$15 charge to your student account and you will need to pay the balance before your diploma is released.

 **Honor Cords:** Available for \$5.

 **Kente Stoles:** Available for \$10.

 **Photography:** Professional photographers will capture moments as you receive your diploma cover and as you exit the stage. Photos will be available online approximately three (3) weeks

 **Diplomas:** Diplomas are mailed to the address provided on your graduation application. Ensure your address is current in your student portal.

Contact Information

✉ **General Inquiries:** Email lharrison@martin.edu

🎓 **Cap and Gown Orders:** <https://collegegrad.herffjones.com/site/> or Herff Jones customer service 1-800-837-4235

For the most current information and updates, please visit the www.martin.edu/registrar

We look forward to celebrating your achievements at the Commencement Ceremony!