

Frequently Asked Questions (FAQs)
Spring 2025 Kapi'olaniCC Commencement Ceremony
Friday, May 16, 2025
Ceremony #1 (1:00 pm) / Ceremony #2 (5:00 pm)
Location: Diamond Head Theatre (DHT)

BEFORE THE CEREMONY

Q: Do I need to register for the Commencement Ceremony?

A: Yes. You **MUST** register for Commencement to be able to participate in the ceremony. We will not be accepting walk-ins on the day of the event. You will receive a link to the Registration Form via email. Deadline for registration is April 16th.

Q: How do I know which ceremony my program is assigned to?

A: Specific programs/degrees were assigned to either Ceremony #1 at 1:00 pm or Ceremony #2 at 5:00 pm. Please view the following document to find your assigned time. We will also be emailing everyone who registered directly. [Program Breakdown by Ceremony](#)

Q: Do I need to wear a cap and gown to participate in the Commencement Ceremony?

A: You will be required to wear Commencement Regalia (Cap & Gown) at the Commencement Ceremony. A "Graduation Gown Set" can be purchased from the Kapi'olani Bookstore, online or in store. If you are a high school student/will be graduating high school, you can use your high school graduate gown. <https://www.bookstore.hawaii.edu/uhkcc/>

Q: What do I wear under my cap and gown?

A: You can wear whatever you decide is appropriate under your gown as long as you are wearing something. You must be wearing some sort of footwear. If possible, please iron your gown before coming over and change into your gown at the venue to avoid a wrinkled gown. Please DO NOT come to the venue with your gown still in the packaging.

Q: Can I wear a lei and lei po'o during the ceremony?

A: Yes, you can wear a lei and a lei po'o (over your cap). However, we ask that you do not go overboard and limit how many lei you wear during the ceremony.

Q: If I am on the Dean's List, can I buy an Honors Cord?

A: Yes. You can purchase an Honors Cord directly from the Kapi'olani Bookstore. If you are in an Honors Society, please contact your advisor because they have separate cords.

FRIENDS & FAMILY

Q: How many guests can go into the theatre? Will you be issuing tickets?

A: You are allowed two guests that can sit in Diamond Head Theatre for the ceremony. You will be asked in the registration form how many guest seats you need (0-2). We will NOT be giving you physical tickets before the ceremony. Wristbands will be available for pick up on the day of the event when you Check-in.

The line for Ticketed Guests starts at the main entrance to DHT. For your two guests, the doors will open 30 minutes before the ceremony starts and the seats are first come, first serve. All seats have a good view of the stage.

- If you are **NOT** checking in with your guests then let the people at Check-in know to place your wristbands at the Guest Will Call Table (next to check in) and instruct your guests to go there to pick it up once they come.

IMPORTANT NOTE: All guests MUST be seated 10 minutes before the start of ceremony. Any unclaimed seats will be opened up for Standby Guests. We will not be seating late guests who arrive after the ceremony starts. We are doing this to make sure we don't waste any of the theatre seats due to guests who don't show up.

We will NOT be issuing additional guest tickets but we WILL be filling any empty seats in the theatre ten minutes before the start of the program. These Standby Seats will be filled on a first come, first served basis. Detailed instructions will be posted here later and emailed out.

The rest of your family and friends can wait for you in the lei zone and watch the ceremony via livestream. <https://go.hawaii.edu/MXb>

Q: How does the Standby Seating work?

A: If you have any additional guests at this time, they can get a Standby Seat Number on Commencement Day. The Standby Seat Table (located next to the Check in Tables on the DHT Lanai) will open at 2 hours prior. This is first-come, first-serve.

Only people in line will get a number. If you go and you're trying to get seats for three people, you will only get one. It is one number per person in line. Your standby guest will receive a number. They do not need to stand in a line but they **MUST** be waiting near the DHT main entrance doors 15 minutes prior to the start of the ceremony to hear their number being called. If they are not present when we call out their number, we will keep going.

Q: What about my friends and family (besides my 2 guests who will be in the theatre)?

A: If you have additional guests, we will have an **Overflow/Lei Zone** section in the Diamond Head Theatre parking lot where they can wait for you. There will be tents to provide cover and chairs for kupuna. The ceremony will be livestreamed, so everyone outside can watch from their mobile devices. Go to <https://www.kapiolani.hawaii.edu/> for the link or use this direct link: <https://go.hawaii.edu/MXb>

There will be signs broken down by program/degree in the Lei Zone. You can gather and celebrate with your classmates!

- Tent 1: Health Science, Nursing
- Tent 2: HOST, Culinary, BLT

- Tent 3: Hawaiian Studies, ASNS, Sustainability ASC, New Media Arts, and all Non-Credit Programs
- Tent 4: Liberal Arts
- Tent 5: Liberal Arts

Q: Can children sit on their parent's lap during the ceremony?

A: No, Diamond Head Theatre does not allow children to sit on laps. In accordance with the fire code, children must have their own seats.

Q: Can I take photos and use flash photography during the ceremony?

A: Yes, you can take photos from your seat and use flash. HOWEVER, we ask that you not get up from your seat or stand up during the ceremony to take photos and block other people's view.

DAY OF THE CEREMONY

Q: When do I need to check-in at Diamond Head Theatre? Do my guests come with me?

A: Your invited guests should be with you so you can pick up and give them their tickets. If your guests cannot come with you, please read the answer to the question below.

Q: What if my invited guests cannot be with me when I check-in?

A: When you check-in, please indicate that your guest tickets need to be placed at the Will Call Table in the check-in area.

The doors to DHT will open 30 minutes before the ceremony. Make sure your guests get there in time to find parking, walk over to DHT, pick up guest tickets and line up. Guests must be seated 10 minutes before the ceremony start time. We will not be seating late guests once the ceremony starts.

Q: Where should we park?

A: Parking will be available at KCC in Parking Lot B. Graduates and Guests will need to cross the street to get to Diamond Head Theatre. If you or your guest(s) have any mobility issues, there will be drop off and pick up areas along Makapu'u Ave. and the DHT driveway on Alohea Ave. Look

for the handicap signs. You can drop off kupuna (seniors citizens) or other guests, then park at KCC.

Q: How long will the ceremony be?

A: The ceremony will be one hour long. After the ceremony is done, there will be a Recessional March to the Lei Zone (DHT parking lot) where friends and family can congratulate you and give you lei. You can view the Ceremony Program [here](#).

Q: Will there be a professional photographer at the ceremony?

A: We will not be having a professional photographer at the ceremony who sells copies of photos taken. We WILL have a professional photographer taking portraits of you in your regalia BEFORE the ceremony. So after you check-in, go get your headshot taken in the DHT Studio (entrance is from DHT parking lot). The digital photos will be uploaded to our campus image archive and you will be emailed instructions on how to download them. This digital photo is KCC's gift to you!

TIP: Go early to make sure you can sit for a photo. The earlier you go, the photographers may have more time to be able to pose you, take multiple shots, and even take photos with friends. The later it gets, the longer the line is and they will need to rush to take shots. So go early!

Hawaii Headshot photos will be taking photos from 3 hours before the ceremony and will stop at 20 minutes before the ceremony start time (so graduates can line up for Processional under the main tent in the DHT parking lot).

Q: Will the event be live streamed?

A: YES! Go to <https://www.kapiolani.hawaii.edu/> on the day of the event for the link.

Q: What items are not allowed into the theatre?

A: DHT does not allow any food or drinks in the theatre. Only clear bottles of water with a cap will be allowed in the theatre. Helium balloons, signs and noise makers are strictly prohibited. Here's the full list:

- NO Large signs

- NO Balloons, Balls, Projectiles, or Optical Illusions
- NO Outside Food, Beverage, or Alcohol
- NO Cans, Metal/Glass/Plastic Containers, Bottles, or Flasks (empty or sealed bottles included)
- NO Weapons, Firearms, Pepper Spray, Pocket Knives or Mace
- NO Illegal Drugs or Substances
- NO Flammable Liquids, Aerosol Cans, or Permanent Markers
- NO Flashlights, Laser Pointers, Light/Glow Sticks, Flares, or Fireworks
- NO Noise Making Devices (i.e. Air Horns, whistles, bells, vuvuzelas, etc.)
- NO Skateboards, Segways, Scooters, Rollerblades, Bicycles, Hover boards, and Helmets
- NO Strollers
- NO Coolers, Ice Chests, Folding Chairs, or Pointed-Tip Umbrellas
- NO Drones
- NO Animals or Pets (accommodations made for service animals)

AFTER THE CEREMONY

Q: When do I get my diploma?

A: Your actual diploma will not be given to you at the Commencement Ceremony. It will be mailed directly to you. Detailed information can be found here:

<https://www.kapiolani.hawaii.edu/commencement-vs-graduation/diplomas/>

Q: What can I do with my Cap and Gown after the ceremony?

A: You can donate your cap and/or gown after the ceremony. Phi Theta Kappa will steam clean them and rent them next year to graduating students. This will keep the regalia out of our landfills. Those that are not suitable to be re-used will be downcycled into polyester fill or lining in the production of other products.

There will be a box in the Overflow/Lei Zone Area for donations. After the ceremony and throughout the summer, there will be bins located in Lama Library and in front of Kalia 144 (PTK office).

Q: When will the headshots be ready?

A: The photographers need time to process the headshot photos, so please be patient. You will receive an email from us with a link to the site and the password to download your photos as soon as the site is ready. Photos will be posted here: <https://kapiolanicc.smugmug.com/Commencement>