Washburn University
Fall 2015 Commencement Ceremony Instructions
~ Graduate and Undergraduate Candidates ~
December 11, 2015 ~ 6:30 PM
Lee Arena, Petro Allied Health Center

Receipt of this information and participation in Commencement is not a certification of graduation. Your Application for Graduation has been filed with the University Registrar’s Office and you may have met the qualifications to participate in Commencement, a ceremony that celebrates your academic achievements. Questions about graduation eligibility should be directed to audits@washburn.edu or 785/670-1584 or 1578. It is your responsibility to satisfy all your degree requirements before you officially graduate and receive your diploma.

These instructions can also be found at washburn.edu/commencement (select Fall Ceremony ~ under Important Information in the right column.)

Important Deadlines/Dates
(Undergraduate and Graduate)

September 4 – deadline to submit Application for Graduation (go to washburn.edu/registrar for online form ~ contact audits@washburn.edu for questions)
October 30 – deadline to pre-order graduate regalia (cap/gown/hood) (contact the Ichabod Shop for questions)
November 10 – December 4 – undergraduate regalia (cap/gown) can be purchased in the Ichabod Shop

Accessibility Concerns
Candidates, family members, and guests with disabilities who need assistance before, during, or after the Commencement ceremony should contact Student Services, 785/670-1629 or student-services@washburn.edu, by Friday, November 20, 2015 to discuss arrangements. See page 3 for additional information about Accessible Parking/Seating for Commencement.

Seating for Guests with Disabilities
Seating areas are designated for persons with disabilities. Designated areas in the chair backs or on the bleachers will be limited to the guest with special needs and one other family member or friend.

Family & Guests
Approximately 300 Graduates will participate in the commencement ceremony. So that the ceremony will be a pleasant experience and memory for all participants, candidates, family members, and guests, please remain seated until the entire ceremony is completed. The ceremony will be considered over after all graduates have recessed from the ceremony area.

Tickets – Tickets are NOT required. Seating is open and is available on a first-come, first-served basis. Family members and guests are asked to arrive no earlier than one hour before the ceremony and proceed directly to Lee Arena. Persons with disabilities will use the entrance on the south end of the building.

Photos – Family members and guests wishing to take pictures or videos of candidates may do so only from one of the areas designated for this purpose.

Parking – See information regarding shuttle service from the west side of campus on page 5.
Parking on campus is free and limited parking is available in the lots directly east and south of Lee Arena. When these lots are full, campus police will direct you to additional parking on the west side of campus. The majority of the designated parking for persons with disabilities will be located in the parking lot south of Petro.

Professional Photographer
Two (2) pictures will be taken of each graduate – the first will be of the graduate receiving his/her diploma cover, and the second will be a portrait-style photograph as the graduate leaves the stage. Photo samples and instructions for ordering will be provided via email from the photographer. For information or questions about commencement photographs:

- Go to Lifetouch Special Events Photography (www.events.lifetouch.com/washburn), or
- Email specialevents@lifetouch.com, or
- Call (800) 505-9496, Monday – Friday, 8:00 a.m. – 6:00 p.m. EST

There is no obligation to purchase. If a valid email address is available to the photographer, a link to commencement photograph proofs will also be sent to participating graduates via email. Please do not contact Washburn University with inquiries related to photographic services.

~ Ceremony Instructions on Reverse ~
There will NOT be a rehearsal for students prior to the ceremony. The ceremony is scheduled to last approximately two (2) hours.

**LATIN HONORS** (Summa Cum Laude, Magna Cum Laude, Cum Laude) – Bachelor’s Degrees Only

Students who filed an Application for Graduation by the deadline (September 4, 2015) will receive an email sometime between mid-September through mid-November, sent by the auditors in the University Registrar’s Office to the student's MyWashburn account indicating graduation eligibility and projected Latin Honors. University policy is to use the lower of either the overall grade point average or the Washburn only GPA in calculating Latin Honors. Any concerns about Latin Honors must be addressed before the evening of the commencement ceremony and will not be addressed when candidates pick up their name cards in Petro 125 prior to the ceremony. If you do not receive an email by mid-November or if you have any questions, please contact audits@washburn.edu. Cords for Latin Honors will be distributed at the honor cords table in Petro 125. Latin Honors must be noted on your name card to receive a cord. Honor cords are worn around the neck with the tassels in front. LATIN HONOR CORDS DO NOT APPLY AND WILL NOT BE DISTRIBUTED TO CANDIDATES RECEIVING ASSOCIATE’S OR GRADUATE DEGREES.

**WTE MEDALLIONS**

Candidates who have completed one or more of the Washburn Transformational Experiences (WTE) can pick up their medallion(s) from the appropriate WTE Director's office prior to the evening of the ceremony – medallions will NOT be handed out the evening of the ceremony. Medallions can and should be worn during your ceremony. Contact the appropriate WTE Director's office if you have any questions (see contact information at the bottom of this page).

**BEFORE THE CEREMONY**

- **Arrive no earlier than one hour and no later than thirty (30) minutes prior** to the beginning of the ceremony.
- **Proceed to PETRO 125** (see page 4) to pick up your name card at the table appropriate to your school or college.
- If you received Latin Honors, proceed to the honors cord table **after** you pick up your name card. **Latin Honors must be listed on your name card in order to receive a cord. If you have questions, refer to the paragraph at the top of this page.**
- The secured area for personal property is in Petro 125. **Personal effects must be picked up no later than 20 minutes after the end of the ceremony.** Washburn University will NOT be responsible for personal effects that are not picked up within 20 minutes of the end of the ceremony.
- **Proceed to and line up behind the sign indicating your degree in either the north or the west hallway in the lower level of Petro.** If you are receiving more than one degree, you will need to decide with which group you want to walk as you will only cross the stage once.
- Report to the assembly area robed and ready to participate in the processional. **ACADEMIC REGALIA (cap, gown and tassel) IS REQUIRED TO PARTICIPATE IN THE COMMENCEMENT CEREMONY – graduate degree candidates will also need their hood, which is to be carried over the left arm.**
- Faculty Assistant Marshals will assist you in lining up alphabetically and answer any questions.
- **Wear your cap (mortarboard) with the tassel to the front and right.** The mortarboard is to sit **flat on top of your head**, not on the back of the head. **MEN**, your cap is removed or replaced corresponding to the actions of the President. **Graduates will not flip tassels to the left until instructed to do so at the end of the ceremony.**

**DURING THE CEREMONY**

- An Associate Marshal will direct you to the correct seating. **Please follow the Marshal’s instructions.**
- When your degree is called, candidates for graduation will stand for the conferring of degrees.
- **Have the card with your name on it readily available. If you have a difficult name to pronounce, please write it phonetically on the card so the reader can pronounce it correctly. Do not write anything other than your name on the card – it will not be read.**
- Candidates will proceed as directed by the Associate Marshals to the platform to receive your diploma cover. The Marshal will indicate when your row is to go forward.
- **Walk up the ramp, PAUSE at the microphone, and hand your name card to the Faculty Reader.** If you are receiving honors, wait until these are read before proceeding across the stage.
- Proceed across the stage to receive your diploma cover. Candidates will exit on the opposite side of the stage where your portrait will be taken.
- **GRADUATE DEGREE CANDIDATES ONLY** – after your name is read, proceed to your department's assigned faculty members and hand them your hood. After your hood is in place, proceed as above.
- **Return to your seat per the Marshal’s instructions. It is very important that you return to the same side of the aisle where you were originally seated to avoid mistakes and delays in the ceremony.** Upon returning to your row, please remain standing until the Marshal indicates for your row to be seated. You are expected to remain in your seat until the ceremony is over and you are instructed to stand by one of the Associate Marshals.

**DIPLOMAS**

Diplomas for fall graduates may be picked up in the Student One Stop (Morgan Hall 101/Welcome Center) during regular business hours approximately two months following Commencement. Photo identification must be presented to obtain your diploma. Students may have diplomas mailed by completing the diploma mailing form in the Student One Stop. The fee for mailing a diploma is $7. **Diplomas are not issued if the student has outstanding financial obligations to the University.** Additional information and online request forms can be found at washburn.edu/registrar.

Please contact the following for questions:

**ACADEMIC RECORD**
(Processing of Application for Graduation and Latin Honors)

- audits@washburn.edu (785) 670-1584 or 1578

**RINGS, CAPS AND GOWNS, ANNOUNCEMENTS**

- Ichabod Shop (785) 670-2665
- ichabodshop.com

**COMMENCEMENT CEREMONY ONLY**

- Academic Scheduling & Commencement Services Office (785) 670-1310
- washburn.edu/commencement or cj.crawford@washburn.edu

**WTE MEDALLIONS**

(MUST BE PICKED UP BEFORE DECEMBER 11)

- Community Service – Benton Hall 405 (785) 670-1950
- International Education – International House (785) 670-1051
- Leadership – Benton Hall 408 (785) 670-2001
- Scholarly or Creative – Henderson Hall 211 (785) 670-1566

Contact the appropriate Department's Office if you have any questions.

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**Contact the appropriate**

**Director's Office**

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ACCESSIBLE PARKING/SEATING FOR COMMENCEMENT

The accessible entrance to Lee Arena in Petro Allied Health Center is on the south side of the building at ground level with no stairs. The majority of the designated parking for persons with disabilities is located in Lot 5 just south of Petro and the tennis courts.

There is a ground-level curbside entrance to Petro on the east side of the building toward the south end (designated as both student and family/guests entrance). However, once inside Petro, there are four to five steps down to the lobby before entering Lee Arena.

All seating is on a first-come, first-served basis so it is suggested family and guests arrive between 45 to 60 minutes prior to the start of the ceremony.

Guests needing accessible seating in Lee Arena:
- Best accessible seating is immediately behind where the graduates are seated on the floor of Lee Arena. Space is designated for persons needing accessible seating along with family members or others wishing to join them.
- Accessible seating is also available on the east side of the arena in the first two rows of chair back seats (all the way from south to north) AND the first row of bleachers on the west side (except for the most northern section). Seating in these areas is limited to the guest with special needs and one family member or friend.
- Additional seating for family members or friends is located after the second row of chair backs and the first row of bleachers, which requires walking up steps.
- A wheelchair will be available at the First Aid table located just inside the southeast entrance to Petro. This may be used for short-term needs (transporting from vehicle to Lee Arena seating and vice versa).

Assistance for the Graduate:
Graduates with disabilities needing assistance in their commencement ceremony should contact the Student Services Office (information below) at least two weeks prior to their ceremony. Jeanne Kessler will be glad to do a walk-through (by appointment) with the graduate the day before commencement. She will review the process for student line-up, processional into Lee Arena, sitting with the degree group, crossing the stage, and the recessional. Please set up a time by emailing or calling (information below).

Please let Jeanne Kessler know if you have any other questions or concerns.

Congratulations on your upcoming graduation!

Jeanne Kessler
Director, Student Services
Washburn University
785-670-1629
student-services@washburn.edu
Please note the following parking information for the Commencement ceremony on Friday, December 11 at 6:30 p.m. AND share this information with your family and guests.

REFER TO THE MAP ON PAGE 6

- Parking on the east side of campus closest to Lee Arena is very limited and will fill up quickly.
- Disability parking will be in Lot 5, just south of Lee Arena. All other Commencement guests will be directed to the west side of campus.
- Washburn University will provide shuttle service on Friday, December 11, beginning at 5:30 p.m. through 9:00 p.m. from Lots 7 and 9.
- Shuttle pick up will be marked and located on Plass between Lots 7 and 9.
- Guests will be dropped off on College Avenue by Lot 5 and signs will direct them to the arena entrance.
- Guests will be picked up at this same location to return to Lots 7 and 9.

It is highly recommended that students and guests do not arrive more than 1 hour before the ceremony but no later than 30 minutes.