

WASHBURN UNIVERSITY

Spring 2018 COMMENCEMENT CEREMONY INSTRUCTIONS

~ UNDERGRADUATE AND GRADUATE CANDIDATES ~

LEE ARENA – Petro Allied Health Center

MAY 12, 2018

9:30AM

School of Applied Studies

12:30PM

College of Arts & Sciences

3:30PM

School of Business
School of Nursing

~SEE PAGE 3 IF YOU NEED ASSISTANCE IN DETERMINING THE APPROPRIATE CEREMONY TO ATTEND~

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.

PLEASE DO NOT LOSE THESE INSTRUCTIONS.

THIS IS THE FINAL INFORMATION YOU WILL RECEIVE.

Information can also be found at washburn.edu/commencement (*select Spring Ceremonies*)

IMPORTANT DATES/DEADLINES

(Undergraduate and Masters)

March 30 – Deadline to pre-order graduate regalia (cap/gown/hood) (*contact the Ichabod Shop for questions*)

March 28 – May 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 University Diversity & Inclusion, (785) 670-1629, or diversity.inclusion@washburn.edu by **Friday, May 5, 2017** to discuss arrangements. See page 4 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 250 graduates will participate in each commencement ceremony. So that the ceremony will be a pleasant experience and memory for **all** participants, candidates, family members, and guests, **should 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. Please be seated at least five minutes before the ceremony begins.** 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 MAP

Parking on campus is free. Parking on the east side of campus closest to Lee Arena is very limited and will fill up quickly. Additional parking is located on the west side of campus. *The majority of the designated parking for persons with disabilities will be located in Lot 5 south of Petro. Please share this information with family and guests.* Washburn University will provide shuttle service on Saturday, May 12, beginning at 8:30a.m. through 5:30p.m. from Lots 7 and 9. Shuttle pick up will be marked and located on Plass between the two lots. Guests will be dropped off on College Avenue at the entrance of 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.

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.

There will NOT be rehearsals for students prior to the ceremonies. Each ceremony is scheduled to last approximately 90 minutes.

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

Students who filed an Application for Graduation by the deadline (February 2, 2018) received an email sometime between mid-March through mid-April, 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 day of the commencement ceremonies and will not be addressed when candidates pick up their name cards in Petro 125 prior to their 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 (Except for School of Nursing) 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 (MASTER/DOCTORAL) DEGREES.**

WTE MEDALLIONS/VETERANS’ HONOR CORDS

Candidates who have completed one or more of the Washburn Transformational Experiences (WTE) or have qualified for veterans’ honor cords can pick up their medallion(s)/honor cords from the appropriate Director's office **prior to the day of the ceremony – medallions/veterans’ honor cords will NOT be handed out the day of the ceremony.** Medallions and honor cords can and should be worn during your ceremony. *Contact the appropriate WTE Director’s office or Mabee Library 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 to pick up your name card.
 - * If you have 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 in the same ceremony, you will need to decide with which group you want to walk as you will **only cross the stage once during the ceremony.**
 - * 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 your left arm.**
 - * Faculty Assistant Marshals will assist you in lining up alphabetically and answer 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 group 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 problems 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 Service Center in Morgan Hall 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 request form in the Student Service Center. The fee for mailing an undergraduate or master’s diploma is \$5 (\$15 for a doctor’s diploma) if mailed to a U.S. address, and \$10 (\$20 for a doctor’s diploma) if mailed to an address outside of the United States. **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/Latin Honors)	audits@washburn.edu	785-670-1584 or 1578
RINGS, CAPS, GOWNS, ANNOUNCEMENTS -	Ichabod Shop ichabodshop.com	785-670-2665
COMMENCEMENT CEREMONY ONLY	Academic Scheduling & Commencement Services Office washburn.edu/commencement or janet.schneider@washburn.edu	785-670-1310
WTE MEDALLIONS/ VETERANS’ HONOR CORDS	Community Service – Benton Hall 405	785-670-1950
(MUST BE PICKED UP NO LATER THAN 5pm May 5) (Contact the appropriate Director's Office)	International Education – International House Leadership – Benton Hall 408 Scholarly or Creative – Henderson Hall 211 Veterans – Mabee Library	785-670-1051 785-670-2001 785-670-1566 785-670-1223

9:30 A.M. CEREMONY

SCHOOL OF APPLIED STUDIES

- Master of Arts in Human Services (MA)
- Master of Criminal Justice (MCJ)
- Master of Health Science (MHS)
 - Health Care Education
- Master of Social Work (MSW)
- Bachelor of Applied Science (BAS)
 - Human Services
 - Technology Administration
- Bachelor of Health Science (BHS)
- Bachelor of Science in Criminal Justice (BSCJ)
 - Corrections
 - Forensic Investigation
 - Law Enforcement
 - Security Administration
- Bachelor of Social Work (BSW)

- Associate of Arts (AA)
 - Criminal Justice
 - Culinary Arts
 - Design Technology
 - Human Services
 - Industrial Technology
 - Legal Studies
 - Office Administration
- Associate of Applied Science (AAS)
 - Design Technology
 - Human Services
 - Industrial Technology
- Associate of Science (AS)
 - Design Technology
 - Health Information Technology
 - Industrial Technology
 - Occupational Therapy Assistant
 - Physical Therapist Assistant
 - Radiologic Technology
 - Respiratory Therapy
 - Surgical Technology

12:30 P.M. CEREMONY

COLLEGE OF ARES & SCIENCES

- Master of Arts (MA)
- Master of Education (MEd)
- Master of Liberal Studies (MLS)

- Bachelor of Arts (BA)
 - Anthropology
 - Art
 - Art History
 - Biochemistry
 - Biology
 - Chemistry
 - Communication
 - Computer Information Science
 - Economics
 - English
 - Environmental Biology
 - French
 - German
 - History
 - Kinesiology
 - Mass Media
 - Mathematics

12:30 P.M. CEREMONY (continued)

COLLEGE OF ARETS & SCIENCES

- Bachelor of Arts (BA)**
 - Music
 - Philosophy
 - Physics
 - Political Science
 - Psychology
 - Religious Studies
 - Sociology
 - Spanish
 - Theatre
- Bachelor of Fine Arts (BFA)
 - Art
 - Art with Teacher Licensure
- Bachelor of Education (B.Ed.)
 - Elementary Education
 - Physical Education
- Bachelor of Integrated Studies (BIS)
- Bachelor of Music (BM)
 - Music Education
 - Music Performance
- Bachelor of Public Administration (BPA)
- Bachelor of Science (BS)
 - Athletic Training
 - Biochemistry
 - Biology
 - Chemistry
 - Computational Physics
 - Computer Information Science
 - Environmental Biology
 - Forensic Chemical Science
 - General Science
 - Mathematics
 - Molecular Biology and Biotechnology
 - Physics
- Associate of Arts (AA)
 - Computer Information Science
 - Early Childhood Education
 - Humanities and Creative Performing Arts
 - Laboratory Science
 - Natural Sciences and Mathematics
- Associate of Liberal Studies (ALS)
- Associate of Science (AS)
 - Engineering-Physics

3:30 P.M. CEREMONY

SCHOOL OF BUSINESS

- Master of Accountancy (MAcc)
- Master of Business Administration (MBA)

- Bachelor of Business Administration (BBA)
 - Accounting
 - Economics
 - Entrepreneurship and Innovation
 - Finance
 - General Business
 - International Business
 - Management
 - Marketing

SCHOOL OF NURSING

- Doctor of Nursing Practice (DNP)
- Master of Science in Nursing (MSN)
- Bachelor of Science in Nursing (BSN)

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 (see map on page 6). A few additional handicapped parking spots may be available at the south end of the parking lot to the east of Petro (Lot 4).

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 University Diversity & Inclusion at 785-670-1629 or diversity.inclusion@washburn.edu or janet.schneider@washburn.edu *at least a week prior to their ceremony.*

WASHBURN UNIVERSITY CAMPUS MAP

1700 SW College Ave., Topka, Kansas 66621 • 785.670.1010

- AB - Art Building
- BE - Benton Hall
- BP - Bianchino Pavilion
- BT - Bennett Computer Center
- BTAC - Bradbury Thompson Alumni Center
- CA - Carnegie Hall
- CH - Carole Chapel
- FF - Falley Field
- FS - Facilities Services
- GC - Garvey Fine Arts Center
- HC - Henderson Learning Resources Center
- IH - International House
- KBI - KBI Forensic Science Center
- KH - Kuehne Hall
- LA - Law School
- LC - Lincoln

- LEE - Lee Arena
- LLC - Living Learning Center
- MA - Mabee Library
- MB - Moore Bowl
- MO - Morgan Hall
- MU - Mulvane Art Museum
- PC - Petro Allied Health Center
- SB - Softball Fields
- SC - Stauffer Commons Food Court
- SR - Student Recreation & Wellness Center

- ST - Stoffer Science Hall
- TC - Tennis Courts
- TV - KTWU Television Studio
- UN - Memorial Union
- WC - White Concert Hall
- WFH - Whiting Field House
- WH - West Hall
- WUF - Washburn University Foundation
- WV - Washburn Village
- YS - Yager Stadium

- ΑΔ - Alpha Delta
- ΑΦ - Alpha Phi
- ΔΓ - Delta Gamma
- ΦΔΘ - Phi Delta Theta
- ΣΦΕ - Sigma Phi Epsilon
- ZTA - Zeta Tau Alpha

