



**ALL GRADUATING SENIORS** will participate in a graduation ceremony unless formally excused by the Executive Vice President and Provost. Please remember that all students intending to graduate and not participate in the graduation ceremony in the **Fall Commencement** must submit in writing the request to graduate in absentia before Friday, November 5, 2010. Students intending to graduate and not participate in the **Spring Commencement** must submit in writing the request to graduate in absentia before Friday, April 1, 2011. **Please be sure to give a return address on the written request.** Diplomas will not be issued to a person who does not participate in the graduation ceremony unless arrangements have been made with the Registrar **PRIOR TO THE CEREMONY.**

**REQUESTS FOR WALK ONLY STATUS for graduating seniors** must be approved by the Executive Vice President and Provost. Students intending to graduate the semester immediately following the Fall 2009 term **with completed requirements** and wish to participate in the graduating ceremony in the **Fall Commencement** must submit in writing the request to participate as a graduate of walk only status before Friday, November 5, 2010. Students intending to graduate the semester immediately following the Spring 2010 term **with completed requirements** and wish to participate in the graduating ceremony in the **Spring Commencement** must submit in writing the request to participate as a graduate of walk only status before Friday, April 1, 2011. **Please be sure to give a return address on the written request.**

- Graduation Robes:

Graduation robes will be issued from the University Store and should be picked up **prior** to graduation day. Robes will need to be pressed for the graduation ceremony. If you have forgotten to pick up your gown, the University Store will open at 10:00 am on the morning of graduation for your convenience. Please do not forget to press your robe. ***The cap and gown are yours to keep.*** Please do not wear the white collar provided in your cap and gown packet.

- Graduation Dress for the Ceremony:

**Men** should wear dark pants, dress shirt and tie, and BLACK shoes (no tennis shoes or flip flops, please).

**Women** should wear a “dressy” dress with BLACK shoes and the heel height of 1 to 2 inches tall (no tennis shoes or flip flops, please).

Simple or no jewelry is preferred. Only cords recognizing Wayland Latin or academic honors, or Wayland honor society medallions, may be worn during the graduation ceremony.

- TASSEL

Master’s degree students will wear the tassel on the left.

Baccalaureate students will wear the tassel on the right.

***During the ceremony, men will remove their caps during prayer, pledges, scripture, and the Alma Mater. Women will wear their caps at all times.***

- To add dignity to the occasion, please refrain from chewing gum.

### GRADUATION CEREMONY PROCEDURES

**Graduating seniors will assemble no later than 1:15 pm as indicated:**

**Fall Commencement**

Master’s and Baccalaureate Degree graduates will meet at the Band Hall located in the Harral Complex Music Wing.

### **Spring Commencement and Campus March\*\***

Master's Degree graduates will meet at the East hallway of the Harral Fine Arts Center.

Baccalaureate Degree graduates will meet in the Fine Arts hallway of the Harral Fine Arts Center.

**\*\*In case of inclement weather, all graduates will line-up in the South hallway (gym level) of the Hutcherson Gymnasium. (Please leave all valuables locked in the trunk of your vehicle)**

First Assistant Marshal, Second Assistant Marshal, the Associate Registrar, and the Coordinator of BSOE/BCM will assist in the line-up. While lining up you will be given a 3 x 5 card with your name printed on it. Please keep it handy to present to the announcer when it is time for you to be recognized. Please note on the card how to pronounce your name by using vowel markings. If you are concerned that the announcer might not pronounce your name correctly, please contact the Registrar's Office two (2) weeks prior to graduation.

The Chief Marshal will lead the Platform Party into the auditorium or gymnasium and onto the stage. The Alternate Marshal will lead the Faculty to their seats. Faculty will be seated in the center section for the Fall Commencement and on the gymnasium floor during the Spring Commencement. Please proceed as directed by the Marshals.

The First Assistant Marshal will lead the Master's degree candidates down the south center aisle and will seat them.

- Master's degree candidates will carry their hood on their left arm in the processional and up on stage. Candidates will hold out their left arm for a member of the hooding party to remove the hood for the hooding.

The Second Assistant Marshal will lead the remaining candidates down the south center aisle and seat them in the proper row. The students should remain standing until the processional has completed.

At the time in the program designated "*Conferring of Degrees,*" the First Assistant Marshal and the Second Assistant Marshal will lead the graduates from their seats to the designated area. Please refrain from talking. It is audible to the audience in the auditorium and very distracting in Hutcherson Gymnasium. Please remember to pause at the microphone, and present the name information card to the person announcing the names of the degree candidate. Students will wait for their name to be read and then proceed across to the President to receive the diploma cover. Please pause when shaking hands with the President while the photographer snaps the picture. The Alternate Marshal will keep the flow of students moving.

### **Harral Auditorium for Fall Graduation:**

When students have received the diploma cover from the President and have been congratulated by the Chair of the Board of Trustees, they will proceed across the platform to the **SOUTH** steps. Escorts will be stationed on the steps to assist those needing help down the steps. The student will go back to the middle aisle and down to the row in which they were seated. Be seated immediately. Please do not cut across the front of the auditorium.

### **Hutcherson Gymnasium for Spring Graduation:**

When students have received the diploma cover from the President and have been congratulated by the Chair of the Board of Trustees, they will proceed across the platform to the **Registrar's table** and pick up the diploma materials. (Please do not open the packet of diploma materials until *after* the ceremony.) Students will then go back to their seat in which they were seated. Be seated **immediately**. Please do not cut across the front of the gymnasium.

After all diploma covers have been distributed, the graduates will be instructed to stand for the conferring of degrees. The President will confer the degrees and then instruct those that have received the Baccalaureate Degree to move their tassels from the right to the left.

The Graduation Recessional will exit seating as directed by the Marshals. Listen to all instructions.

Seating in the auditorium/gymnasium will open at 1:00 pm. Guests should arrive no earlier than 1:00 pm and be seated immediately. Saving seats is not permitted after 1:40 pm.

- A professional photographer will take your picture as the President presents your diploma. **Your family members and friends are asked not to go to the front of the auditorium/gymnasium to take pictures during the ceremony. This policy has been found to add to the dignity of the graduation ceremony. It is permissible to video and take pictures if those taking the pictures stay in their seat.**
- Since commencement should be a dignified ceremony, **please remind your relatives and friends not to embarrass you or to offend your classmates by calling out or making distracting noises when your name is called.**
- **If family members need handicapped seating, please call the President's Office at 806-291-3400 at least one (1) week before graduation so that proper signage and seat accommodations will be selected.**
- **Please ask your family to arrange childcare for babies and small children.** If this is not possible, please remove a child of any age who is crying.

#### **PARKING:**

##### **Harral Auditorium for Fall Graduation:**

Parking will be available in the Harral Auditorium parking lot. You may also park in the Hutcherson Gymnasium parking lot. **Watch for individuals who will be directing you to the nearest parking place, please be prepared to park as directed.** The traffic will be directed in one way directions before and after the ceremony.

##### **Hutcherson Gymnasium for Spring Graduation:**

Parking will be available in the Hutcherson Gymnasium parking lot. You may also park in the Harral Auditorium parking lot. **Watch for individuals who will be directing you to the nearest parking place, please be prepared to park as directed.** The traffic will be directed in one way directions before and after the ceremony. Be prepared to park as directed.

For any clarification and/or requests of absentia or walk only status, please contact the office of the Executive Vice President and Provost via mail, e-mail, or phone. You are also welcome to stop by the office during office hours. The office is located in the First Floor Executive Suite of Gates Hall.

#### **MAILING ADDRESS:**

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