TO: Grading Seniors  
FROM: Dr. Cindy Marlow McClenagan, Vice President of Academic Affairs  
SUBJECT: April 2021 Plainview Graduation Activities and Instructions

Congratulations on your impending graduation! As the end of your learning experience at Wayland Baptist University draws to a close, please keep the following dates and procedures in mind:

**Graduation Application Deadline** - For April Graduation, Plainview students must apply by February 15, 2021.

**April Torch and Mantle** - 11:00 a.m. Saturday, April 24, 2021, at First Baptist Church, 205 W. 8th Street, Plainview, Texas. For Torch and Mantle, graduating seniors are encouraged to ask a member of administration, faculty, or staff who served as a role model to join them in continuing the thread that runs through generations of Wayland graduates. Student Activities sponsors this traditional event and is happy to answer additional questions: 806-291-3752.

**April Commencement** - 1:00 p.m. sharp, Saturday, April 24, 2021, in Hutcherson Center for graduates in the School of Behavioral and Social Sciences and the School of Business only. **5:00 p.m. sharp, Saturday, April 24, 2021, in Hutcherson Center** for graduates in or of all other Academic Schools: Christian Studies, Education, Fine Arts, Languages and Literature, Mathematics and Sciences, and Music.

*Any changes to the above schedule will be communicated by Wayland email as well as by Wayland’s website, social media, and/or signage on campus bulletin boards.

**GRADUATION CEREMONY ATTIRE**

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

*Women should wear a “dressy” dress with black shoes and heel height of 1 to 2 inches (no tennis shoes or flip-flops). Simple or no jewelry is preferred.

*Masks will be required for those persons 2-years of age and older and physical distancing will be enforced.
**Cap and Gown:**
Those currently enrolled in GRAD0001 on the Plainview campus will receive their cap and gown in class. Others will need to gather these items from the University Store prior to graduation day, as gowns need to be pressed prior to the ceremony. If you neglect to collect your gown in a timely manner, the University Store will open the morning of graduation. Please do not wear the white collar provided with your cap and gown packet. The cap and gown are yours to keep.

**Tassel:**
Master’s degree students will wear the tassel on the left; baccalaureate degree 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.

Please note that graduates may only wear Wayland Latin or academic honors, and only Wayland cords and stoles/sashes or Honors Program cords and medallions, during the graduation ceremony.

Graduates refusing to comply with requirements for dress and/or regalia may be excluded from the commencement ceremony.

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

**GRADUATION CEREMONY PROCEDURES**

As the graduation ceremony combines the traditional components of the Baccalaureate Service with the formality of the Commencement Ceremony, participants are asked to follow these instructions in order to move through the event with poise.

Graduating seniors will assemble no later than 12:15 p.m. for the 1:00 p.m. ceremony, or 4:15 p.m. for the 5:00 p.m. ceremony:

- Master’s degree graduates will meet in the top half of Harral Auditorium.
- Baccalaureate degree graduates will meet in the lower half of Harral Auditorium. (In case of inclement weather, all graduates will line-up in the hallways [gym level] of the Hutcherson Center.)

Please leave all valuables locked in the trunk of your vehicle.

Hutcherson Center will open one hour prior to each ceremony and we ask that all guests of a graduate arrive as a group so the group may be seated together. No seat holding will be allowed. After commencement we respectfully request that you leave immediately and not congregate outside around Hutcherson Center, the Laney Center, or Harral Auditorium. Please leave that area promptly so that we may clean and disinfect for the next event. We will not host our traditional reception afterwards due to COVID-19.

First Assistant Marshal, Second Assistant Marshal, and University Registrar staff will assist in the line-up. Students will be given a 3x5 card with their name printed on it; keep this card and present it to the announcer when it is time for you to be recognized. Please indicate 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 University Registrar's Office two (2) weeks prior to graduation.
The Chief Marshal will lead the Platform Party into the gymnasium and onto the stage. The Alternate Marshal will lead the Faculty to their seats. Please proceed as directed by the Marshals.

The First Assistant Marshal will lead the Master's degree candidates to the appropriate seating location. 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 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, as it is audible to the audience and distracting. Also, please remember to pause at the podium, and present the name information card to the announcer. Wait for your name to be read, and then proceed across to the President to receive your diploma cover. Pause again when receiving the diploma cover from the President so the photographer can take a good picture. (You may temporarily remove your mask for the photograph.)

After students have received the diploma cover from the President and been congratulated by the Chair of the Board of Trustees, they will proceed across the platform to the University Registrar’s table and pick up the diploma materials. Students will then return to their previous seat. Please do not cut across the front of the gymnasium.

Please do not open the packet of diploma materials until after the ceremony.

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 who have received the Baccalaureate degree to move their tassels from the right to the left.

The Graduation Recessional will exit as directed by the Marshals; listen for instructions.

- A professional photographer will take your picture as the President presents your diploma. You may remove your mask temporarily for the photograph. While family members and friends may take video and/or pictures from their seats, they are asked not to go to the front of the gymnasium during the ceremony. Adhering to this policy adds to the dignity of the graduation ceremony.

- Since commencement should be an honorable distinguished ceremony, please remind your relatives and friends not to embarrass you or offend your classmates by calling out or making distracting noises when your name is called.

- Please ask your family to arrange childcare for babies and small children. If this is not possible, please take fussy or crying children to an alternate location.

**GRADUATION CEREMONY PARKING**

Parking will be available in both the Harral Auditorium parking lot and the Hutcherson Center parking lot. Watch for individuals directing parking, and prepare to park as suggested. The traffic will be in one-way directions before and after the ceremony.
For any clarification, please contact the office of the Vice President of Academic Affairs via U.S. Mail, e-mail, or telephone. 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.

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