

\*Revised April 17, 2019\*



Wayland Baptist University |Office of the Vice President of Academic Affairs

**TO:** Graduating Seniors  
**FROM:** Dr. Cindy Marlow McClenagan, Vice President of Academic Affairs  
**SUBJECT:** 2018-19 Graduation Activities and Instructions

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

**Graduation Application Deadlines:**

December Graduation September 15, 2018  
May Graduation February 15, 2019

**Torch and Mantle - 10:30 a.m.** on each graduation day (see dates below), this meaningful ceremony takes place in the Multi-Purpose Room or Atrium of the Learning Resources Center (LRC). 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.

**December Commencement - 2:00 p.m. sharp, Saturday, December 15, 2018**, in Harral Auditorium. For December graduation, students selected as platform party participants will rehearse at 1:00 p.m. on Friday, December 14, 2018, in Harral Auditorium.

**May Commencement - 2:00 p.m. sharp, Saturday, May 11, 2019**, in **Harral Auditorium (location revised April 17, 2019)**. For May 2019 graduation, students selected as platform party participants will rehearse at 1:00 p.m. on Friday, May 10, 2019, in **Harral Auditorium**.

Any changes to the above schedule will be communicated via your Wayland email and/or posted 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.

**Graduation Robes:**

Please pick up graduation robes from the University Store prior to graduation day, as robes will need to be pressed prior to the ceremony. If you neglect to pick up your gown in a timely manner, the University

\*Revised April 17, 2019\*

Store will open at 10:00 a.m. on the morning of graduation. Please do not wear the white collar provided in 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 1:15 p.m. as indicated:

December Commencement - Master's and Baccalaureate degree graduates will meet at the Band Hall located in the Harral Complex Music Wing.

May Commencement and Campus March – **Updated meeting locations for graduate students and undergraduate students will be shared by the Office of the President via email.** (In case of inclement weather, all graduates will line-up in the hallways **Harral Auditorium**).

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

Guests should arrive no earlier than 1:00 p.m. and be seated immediately. Saving seats is not permitted after 1:40 p.m. **Additional seating with sound and video will be available in rooms to the north and south of Harral Auditorium in the Black Box Theatre and the Earl Miller Recital Hall.**

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 auditorium or 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 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, as it is audible to the audience and distracting. Also, please remember to pause at the microphone, 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 shaking hands with the President so the photographer can take a good picture.

**Harral Auditorium for the December Graduation:**

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 SOUTH steps. Escorts will assist those who need help with the stairs. Students will return to their previous seats via the middle aisle. Please do not cut across the front of the auditorium.

**Harral Auditorium for the May Graduation:**

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. 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 auditorium/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.
- If family members need handicapped seating, a location will be designated in the Harral via signage for accommodations.
- 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.

\*Revised April 17, 2019\*

## **GRADUATION CEREMONY PARKING**

Parking will be available in both the Harral Auditorium parking lot and the Hutcherson Gymnasium 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.

### **MAILING ADDRESS:**

Dr. Cindy Marlow McClenagan  
Vice President of Academic Affairs  
Wayland Baptist University  
1900 West 7th Street, CMB #1275  
Plainview, Texas 79072-6998

PHONE: 806-291-3410  
E-MAIL: [norrist@wbu.edu](mailto:norrist@wbu.edu)  
Tricia Norris