CWU FACULTY COMMENCEMENT INSTRUCTIONS

ELLENSBURG COMMENCEMENT ONE
College of Arts and Humanities, College of the Sciences and Interdisciplinary and Individual Study Majors
Ellensburg, Washington at Tomlinson Stadium
Saturday, June 13, 2015 9:30 a.m.

ELLENSBURG COMMENCEMENT TWO
College of Business, College of Education and Professional Studies Majors
Ellensburg, Washington at Tomlinson Stadium
Saturday, June 13, 2015 2:00 p.m.

KENT COMMENCEMENT
Pierce County, Des Moines, Lynnwood and Everett campuses
Kent, Washington at ShoWare Center
Sunday, June 14, 2015 1:00 p.m.
ELLENSBURG COMMENCEMENT ONE

Parking: Faculty and Staff should park in G, H, and I lots located East of the SURC.

Arrival: Ellensburg Commencement Ceremony One is Saturday, June 13, 2015. Please arrive by 8:30 a.m. – remember traffic is heavy. Faculty will meet on the first floor of the SURC in Holmes Dinning Hall where coffee, tea, and pastries will be provided.

Line-up: At 8:45 a.m. Faculty will be directed to line-up. Line-up will begin inside the SURC and faculty will be escorted out the doors onto Walnut Mall.

Processional: The procession will begin at 9:05 a.m. and move towards Tomlinson Stadium. Faculty will follow the Faculty Marshal traveling north on Walnut Mall, across Nicholson Boulevard, between Purser Hall and Nicholson Pavilion, through the south gates of Tomlinson Stadium, and up the center aisle. In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.

Seating: Two members of the Silver Cortege will escort you to your row as you advance through the processional. Faculty will occupy the front left section (House left, stage right) of the seats. Masters candidates will occupy the front right section of the seats. Faculty who are hooding will be lined up according to discipline in the pre-ceremony area and will process first with non-hooding faculty following. Space has been added between the rows so faculty can easily get in and out to hood or congratulate their students.

Hooding Masters Candidates: All Masters Candidates will be lined up by discipline in the pre-ceremony area and will march together into the stadium. Participating faculty will be lined up in the same order as the masters candidates. If you do not wish to participate in the hooding of the Master’s candidates, please ask another member of your department to take your place. The hooding itself will take place after Dr. Kevin Archer presents the formal congratulatory remarks.
from the stage. Faculty assisting with the hooding should proceed to the house left, stage right side of the platform to meet the candidates as they come up to the stage. Masters Candidates will enter the stage via the opposite (house right, stage left) ramp. Two faculty members will be hooding each Masters candidate. Faculty should be at the top of the ramp when their student(s) name is called. Once the student’s name is called they should walk across the stage to the hooding areas to be hooded by faculty.

- One faculty member will stand in front of the candidate and will place the hood over the student’s head from the front while the other faculty member straightens the back of the hood behind the candidate.
- If you are joining another faculty already in the hooding process, please wait until they have completed the prior student’s hooding process before you join them.
- Upon completion of hooding your student(s), proceed down the center ramp back to your seat. Please sit down immediately to prevent blocking the view of those behind you.

**Deans Remarks:** The Deans will ask the faculty in their college to stand along with the students during their brief presentation.

**Recessional:** The Faculty Marshal will lead the Presidential Platform Party through the center aisle and back to the SURC. The Silver Cortege will direct faculty in the first row to walk down the center aisle followed by the second row, etc., and towards the south gates of Tomlinson Stadium to **form a congratulatory line.** (PLEASE wait for a Silver Cortege member to direct your row.) The Silver Cortege will then direct the Masters to go through the congratulatory line starting with the front row, then the Undergraduates beginning with the last row and moving to the front row. The Silver Cortege will lead the Masters and Undergraduates to Nicholson Pavilion to avoid congestion. Once the final Undergraduate has gone through the congratulatory line, you may return to the SURC to collect any personal items.

**Cancellation:** If you cannot attend, please notify the commencement team at email Commencement2015@cwu.edu right away as it will change the processional and seating arrangements. If you know of someone who plans to attend but is not listed, please have them contact the commencement team no later than June 10th when seats will be pre-assigned.
ELLENSBURG COMMENCEMENT TWO

Parking: Faculty and Staff should park in G, H, and I lots located East of the SURC.

Arrival: Ellensburg Commencement Ceremony Two is Saturday, June 13, 2015. Please arrive by 1:00 p.m. – remember traffic is heavy. Faculty will meet on the first floor of the SURC in Holmes Dinning Hall where coffee, tea, and pastries will be provided.

Line-up: At 1:15 p.m. Faculty will be directed to line-up. Line-up will begin inside the SURC and faculty will be escorted out the doors onto Walnut Mall.

Processional: The procession will begin at 1:35 p.m. and move towards Tomlinson Stadium. Faculty will follow the Faculty Marshal traveling north on Walnut Mall, across Nicholson Boulevard, between Purser Hall and Nicholson Pavilion, through the south gates of Tomlinson Stadium, and up the center aisle. In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.

Seating: Two members of the Silver Cortege will escort you to your row as you advance through the processional. Faculty will occupy the front left section (House left, stage right) of the seats. Masters candidates will occupy the front right section of the seats. Faculty who are hooding will be lined up according to discipline in the pre-ceremony area and will process first with non-hooding faculty following. Space has been added between the rows so faculty can easily get in and out to hood or congratulate their students.
**Hooding Educational Specialist/Masters Candidates:** All EDS and Masters Candidates will be lined up by discipline in the pre-ceremony area and will march together into the stadium. Participating faculty will be lined up in the same order as the masters candidates. If you do not wish to participate in the hooding of the Master’s candidates, please ask another member of your department to take your place. The hooding itself will take place after Dr. Kevin Archer presents the formal congratulatory remarks from the stage. Faculty assisting with the hooding should proceed to the house left, stage right side of the platform to meet the candidates as they come up to the stage. Masters Candidates will enter the stage via the opposite (house right, stage left) ramp. Two faculty members will be hooding each Masters candidate. Faculty should be at the top of the ramp when their student(s) name is called. Once the student’s name is called they should walk across the stage to the hooding areas to be hooded by faculty.

- One faculty member will stand in front of the candidate and will place the hood over the student’s head from the front while the other faculty member straightens the back of the hood behind the candidate.
- If you are joining another faculty already in the hooding process, please wait until they have completed the prior student’s hooding process before you join them.
- Upon completion of hooding your student(s), proceed down the center ramp back to your seat. Please sit down immediately to prevent blocking the view of those behind you.

**Deans Remarks:** The Deans will ask the faculty in their college to stand along with the students during their brief presentation.

**Recessional:** The Faculty Marshal will lead the Presidential Platform Party through the center aisle and back to the SURC. The Silver Cortege will direct faculty in the first row to walk down the center aisle followed by the second row, etc., and towards the south gates of Tomlinson Stadium to form a congratulatory line. (PLEASE wait for a Silver Cortege member to direct your row.) The Silver Cortege will then direct the Educational Specialists and Masters to go through the congratulatory line starting with the front row, then the Undergraduates beginning with the last row and moving to the front row. The Silver Cortege will lead the Educational Specialists, Masters and Undergraduates to Nicholson Pavilion to avoid congestion. Once the final Undergraduate has gone through the congratulatory line, you may return to the SURC to collect any personal items.

**Cancellation:** If you cannot attend, please notify the commencement team at email **Commencement2015@cwu.edu** right away as it will change the processional and seating arrangements. If you know of someone who plans to attend but is not listed, please have them contact the commencement team no later than June 10th when seats will be pre-assigned.
KENT COMMENCEMENT

Location: Kent Commencement is Sunday, June 14, 2015 at the ShoWare Center located at 625 West James St. Kent, WA.

Parking: ShoWare Center features free parking onsite and additional free parking in several lots within close walking distance.

Arrival: Participants should arrive at ShoWare Center no later than noon. Faculty should enter ShoWare through the receiving area and will be asked to assemble for robing in the designated locker room. In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.

Line-up: At 12:30 p.m. Faculty will be directed to move into the hallway and line-up. Line-up will begin outside the locker rooms. The ceremony will begin promptly at 1:00 p.m.

Seating: Two members of the Silver Cortege will escort you to your row as you advance through the processional. Faculty will occupy the front left section (House left, stage right) of the seats. Masters candidates will occupy the front right section of the seats. Faculty who are hooding will be lined up according to discipline in the pre-ceremony area and will process first with non-hooding faculty following. Space has been added between the rows so faculty can easily get in and out to hood or congratulate their students.

Hooding Masters Candidates: All Masters Candidates will be lined up by discipline in the pre-ceremony area and will march together into the stadium. Participating faculty will be lined up in the same order as the masters candidates. If you do not wish to participate in the hooding of the Master’s candidates, please ask another member of your department to take your place. The hooding itself will take place after Dr. Kevin Archer presents the formal congratulatory remarks from the stage. Faculty assisting with the hooding should proceed to the house left, stage right side of the platform to meet the candidates as they come up to the stage. Masters Candidates will enter the stage via the opposite (house right, stage left) stairs. Two faculty members will be hooding each Masters candidate. Faculty should be at the top of the stairs when their student(s) name is called. Once the student’s name is called they should walk across the stage to the hooding areas to be hooded by faculty.

- One faculty member will stand in front of the candidate and will place the hood over the student’s head from the front while the other faculty member straightens the back of the hood behind the candidate.
- If you are joining another faculty already in the hooding process, please wait until they have completed the prior student’s hooding process before you join them.
- Upon completion of hooding your student(s), proceed down the center stairs back to your seat. Please sit down immediately to prevent blocking the view of those behind you.
**Deans Presentations:** The Deans from each college will ask the faculty in their college to stand along with the students in their college during their brief presentation.

**Recessional:** The recessional is in reverse order. The Faculty Marshal and the Presidential Platform party will exit down the center aisle then around the back of the last row of students and return to the locker room. PLEASE DO NOT FOLLOW THE PRESIDENTIAL PLATFORM PARTY. The Silver Cortege will direct faculty in the first row to walk down the center aisle followed by the second row, etc., and towards the main arena doors to form a congratulatory line. (PLEASE wait for a Silver Cortege member to direct your row.) The Silver Cortege will then direct the Masters to go through the congratulatory line starting with the front row and then the Honors students. Undergraduates will be directed beginning with the last row and moving to the front row. The Silver Cortege will lead the graduates out of the arena to avoid congestion. Once the last graduate has gone through the congratulatory line, you may return to the locker room to collect any personal items.

**Cancellation:** If you cannot attend, please notify the commencement team at email Commencement2015@cwu.edu right away as it will change the processional and seating arrangements. If you know of someone who plans to attend but is not listed, please have them contact the commencement team no later than June 10th when seats will be pre-assigned.