ELLENSBURG COMMENCEMENT ONE
College of Business, College of Education and Professional Studies Majors
Ellensburg, Washington at Tomlinson Stadium
Saturday, June 11, 2016 9:30 a.m.

ELLENSBURG COMMENCEMENT TWO
College of Arts and Humanities, College of the Sciences and
Interdisciplinary and Individual Study Majors
Ellensburg, Washington at Tomlinson Stadium
Saturday, June 11, 2016 2:00 p.m.

FOR MORE INFORMATION GO TO
CWU.EDU/COMMENCEMENT
ELLensburg Commencement Schedules

Ceremony One
College of Business and College of Education and Professional Studies

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>8:15 AM</td>
<td>Students arrive in cap and gown at SURC Pit no later than 8:15 AM</td>
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<tr>
<td>8:45 AM</td>
<td>Processional lines begin moving toward track</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>Processional of faculty and students enters stadium</td>
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<tr>
<td>9:30 AM - 11:30 AM</td>
<td>Commencement Ceremony (approximate time)</td>
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<tr>
<td>11:30 AM</td>
<td>Recessional of faculty and graduates exits stadium</td>
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Ceremony Two
College of Arts and Humanities, College of the Sciences, Individual and Interdisciplinary Study Majors

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>12:45 PM</td>
<td>Students arrive in cap and gown at SURC Pit no later than 12:45 PM</td>
</tr>
<tr>
<td>1:15 PM</td>
<td>Processional lines begin moving toward track</td>
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<tr>
<td>2:00 PM</td>
<td>Processional of faculty and students enters stadium</td>
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<tr>
<td>2:00 PM - 4:00 PM</td>
<td>Commencement Ceremony (approximate time)</td>
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<tr>
<td>4:00 PM</td>
<td>Recessional of faculty and graduates exits stadium</td>
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Name Cards: Name cards will be mailed to all graduates approximately June 1st. Undergraduate name cards will only list your name as it is to be read during Commencement. Graduate name cards will have both your name and your area of study. If your name is difficult to pronounce, you may write it phonetically on the card. You must bring your name card with you to the staging location and carry it into the ceremony. A limited number of replacement name cards will be available at the information table. The information table will be located in the SURC.

Parking: Graduates should park in lots G, H, and I located east of the SURC. Parking may be scarce. If you live nearby, we encourage you to walk. If you or your guests will need to park, plan for time to search for a space and to make it through the traffic jam to campus. All non-residence lots are available for parking without permits starting Saturday morning. If you are traveling from the Westside over Snoqualmie Pass, please allow at least 2 additional hours for traffic due to construction.

Motor homes or campers are not allowed to park overnight in any of the lots. If they are just here for the day of graduation, they may park in the north end of lot V-7. For oversized motor homes, parking on 18th Street may be a little easier.

Disabled parking is available outside of the stadium (Lots X-12 & W-12). Only persons with state approved disabled parking permits are allowed to utilize this parking area.
Arrival: Graduates should arrive in cap and gown at the SURC Pit no later than the time designated above. Please arrive early as the processional will begin promptly.

Processional:

Undergraduate processional lines will begin at the SURC. Look for CWU staff and signs designating the departments. You will be led in by College and Major department in two rows. The CWU staff will be there to guide you. This will ensure that your faculty will be able to locate and properly congratulate you.

Masters degree candidates will line-up in two lines at the SURC. Look for CWU staff with signs designating master student line-up. Staff will assist you with lineup. Please make sure to wear your masters hood to the SURC.

Silver Cortege are juniors selected based on their high academic standing. They have been working with the Registrar for the last few weeks to prepare for the processional. They will be at the staging location in silver gray caps and gowns. You will be following their directions for the processional and recessional.

Forty five minutes prior to the start of the ceremony, the processional lines will begin moving toward the stadium. The order of the processional will be:
1. Faculty Marshal (with University Mace)
2. Faculty in two lines
3. Master’s candidates in two lines
4. Undergraduates in two lines
5. The Presidential Party

During the processional, remember:
- It is important that you stay in your line.
- Pay attention to the front of your line. The Silver Cortege may pause and hold your
line at different locations for spacing and timing with other lines.
• Do not move into the seats until you are directed to by the Silver Cortege.

The Faculty Marshal, faculty, and Masters candidates will march up the center aisle. Silver Cortege members will seat the Masters candidates behind the faculty. The Silver Cortege will lead the two undergraduate lines to their seats. It is important that you stay with the correct line as you enter the seating area. Chair rows will be filled from the front to the back. The Silver Cortege will direct you to the appropriate row when it is your turn to be seated. When you are directed to a row of chairs, you must continue to the furthest open chair in that row and sit without leaving any empty chairs. The Silver Cortege will be counting seats and students and they will direct you to the next appropriate row when one has been filled. A bottle of water will be provided beneath each chair.

**Ceremony:** The order of the ceremony will be:

1. President’s welcome.
2. The ROTC Color Guard will “Present the Colors” *(gentlemen: hats off, please!)*.
3. National Anthem *(Please take your seat at the end of the national anthem)*.
4. Introductions by the president.
5. President introduces CWU Student Speaker.
6. Chair for the Board of Trustees introduces the commencement speaker.
7. President recognizes the Emeritus Faculty and thanks faculty.
8. **Master Candidates**
   a) The Dean of Graduate Studies will say “*Will the candidates for graduate degrees please rise.*” *(Graduates: rise, but remain in front of your seat.)* He will say a few words and ask that the graduate candidates be seated.
   b) The provost will say “*Candidates please come forward to receive your diploma.*” **Follow the directions of the staff as they lead you to the front.**
   c) As you approach the stage, you will have your picture taken and then you will give your name card to the reader who will announce your name.
   d) Proceed to the top of the ramp and you will be handed a degree cover and receive a handshake from a trustee and the president.
   e) Exit the stage to the center aisle and return to your seat. Do not exit the stadium, as you are expected to remain through the entire ceremony.
   f) Please sit down once you return to your seat or you will be blocking the view of those behind you.
9. Honors Student Acknowledgement
   g) Students who have received honors will be asked to stand en masse; Cum Laude, Magna Cum Laude, Summa Cum Laude, Douglas Honors College, Science Honors, and International Study Abroad.
10. The Undergraduate Deans of each college will give congratulatory remarks. The dean will have their faculty rise and then they will say “*Will the candidates in the [their college] College please rise.*” Undergraduates: rise when your college’s dean requests you to.
11. President of the Alumni Association inducts the students into the Alumni Association.
12. **Undergraduates**
   a) The Provost will congratulate the undergraduates and ask “*Will the candidates
for degrees, please come forward and receive their diplomas.” Names will be read from the right and left continuously as students cross the stage. It is important that you remain seated until the staff directs you to stand.

b) When the staff directs you to stand, you will march from the outside aisle toward the stage.

c) As you approach the stage, you will have your picture taken and then you will give your name card to the dean who will announce your name.

d) Proceed to the top of the ramp and you will be handed a degree cover and receive a handshake from a trustee and the president.

e) You will exit the stage to the center aisle and return to your seat.

f) Please sit down once you return to your seat or you will be blocking the view of those behind you.

13. The ASCWU President, Ryan Anderson, will instruct you to move your tassels from RIGHT to LEFT.

14. The President will make a few closing remarks.

15. Everyone will sing the CWU Alma Mater. The words will be included in the commencement booklet. The booklet will either be given to you at the staging location or it will be on your chair.

Recessional: Please remain seated until directed to rise by the Silver Cortege. Do not exit until directed to by the Silver Cortege. All groups exit through the center aisle. The order of the recessional is:

1. The Faculty Marshal (with the University Mace).
2. The Presidential Party.
3. The Faculty (faculty will form a congratulatory line for all graduates to walk through as they leave the field).
4. Masters Candidates: The Silver Cortege will signal the first row of Masters Candidates, followed by the second row. All graduates will exit through the center aisle.
5. Undergraduates: The Silver Cortege will direct the undergraduates to rise and exit through the center aisle. They will start from the last row. The undergraduates will leave in pairs, one from the right and one from the left.
6. Proceed off the field, down the track, and out through the gate that you entered. To prevent a backup, please keep moving until the recessional ends.

If needed, please direct your family to meet you at the front (south side) of Nicholson Pavilion. Please note that we will be setting up for the second ceremony immediately following the first graduation, so the field and gates will be closed by 11:45 a.m. Please have your guests exit promptly.

Commencement Etiquette: Commencement is a time for your family and friends to recognize all your hard work and everything you have accomplished. It is the time to say goodbye to your college days and your friends as you each go out on new adventures. It is a time of seriousness and celebration. We ask that students behave accordingly and provide a good example of what it means to be a CWU Wildcat.

In years past, the CWU staff have had to confiscate a few “foreign beverages,” balloons, and
other paraphernalia. If you are asked to hand over any items, do so immediately as we do not want to contact the authorities. This can interrupt the ceremony and the university wide celebration, so please save your personal celebration until after the ceremonies. Your family will be so proud of you and your accomplishments! ENJOY THE MOMENT AND THE EXPERIENCE!!! It is your day. Be Proud!

Students with Children: We enjoy having family & friends at graduation, unfortunately children are not allowed to sit with the graduates during the ceremony.

Attire: All Undergraduates must wear a new crimson cap and gown. You should ensure that the cap fits securely to your head. Due to the possibility of Ellensburg winds, we recommend the use of bobby-pins to secure your cap. Masters gowns are black. All Masters candidates must arrive wearing their hood. Only traditional caps and gowns will be allowed. Graduates without proper attire will not be allowed to participate in the ceremony. Dress comfortably. We encourage flat shoes. You will be walking on the field and heels are likely to sink into the grass. Staff members will be around on Saturday in case you need assistance, however there are no indoor dressing facilities available. The cap and gowns are not color fast. If it rains or even looks like it might, you may want to consider wearing older clothing under your gown. Remember that you will be sitting outside, possibly under a hot sun, a light rain, or a strong wind. Please dress accordingly.

Tassels: The tassel is worn over the right eye throughout the ceremony. Tassels will be moved over the left eye when the ASCWU President indicates confirmation of degrees. You will receive your tassel with your cap and gown.

Honors Tassels are given to students who qualify for honors based on the GPA of all credits earned at CWU, as well as all transfer credits accepted by CWU. This calculation is based on Winter 2016 grades. Master’s and post-baccalaureate students are not eligible for honors. Summer 2015, Fall 2015, Winter 2016, and Spring 2016 undergraduate candidates who are graduating with academic honors may pick up an honors tassel from Registrar Services (or a university center office) with photo ID after May 2nd. Honors tassels will not be available at commencement.

Weather: Rain or shine, commencement will be held outside at Tomlinson Stadium. The ceremony will only be adjusted or rescheduled in the case of extreme weather conditions. If that occurs, you should tune to your local radio station or check the CWU website at www.cwu.edu.

Television Coverage: Commencement will be broadcast on Channel 2. If you want to record it, it should take approximately two hours. It is recommended to start to record a few minutes before the ceremony start time.

Photographer: A professional photographer will take individual graduation photos at the ceremony. You will receive proofs and information directly from the photographer within a short period following commencement. You may contact Grad Images at 1-800-261-2576 or www.gradimages.com, if you have questions. Students who register their information before
commencement will receive a $5 discount on orders of $25 or more.

The photographer will take pictures of you in two locations. Once before you proceed onto the platform and second as you are handed your diploma on the center of the platform. So look toward the camera and remember to smile. There will be a photographer on each side of the center ramp.

**Guest Information:**

No tickets are required to attend the ceremonies. All are welcome! Please advise your guests to arrive early to allow time for parking and seating. The ceremony will begin promptly as scheduled. Audience seating is available in the grandstands for 4,200 people. We recommend that guests wear comfortable shoes without heels. Guests may not sit on the track. The track must be kept clear for the processional and recessional.

**Indoor seating** is available in the Recital Hall located in the McIntyre Music building for people who do not want to sit on the field or cannot be in the weather. There will be a live-feed that runs from the field to the Recital Hall.

**Lodging and Dining** information is available on the CWU Commencement page at www.cwu.edu/commencement Click on Visitors for information on lodging, parking, and community information.

**Guests with Special Needs:** The stadium has entrances on both sides for disabled persons. There is a seating area on the northwest side of the field against the grandstands for disabled guests. Please look for signs. There is only space for one additional guest to sit with the disabled guest.

There will be an interpreter for the hearing impaired on the west side of the stage.

Service Animals and Service Animals in Training for people with disabilities are welcome in the Student Union Building and Tomlinson Stadium. All other animals are prohibited.

**Flowers:** Commencement Flowers will be available to purchase for your graduate. The flowers will be available outside of the concession stand located at the main entrance of Tomlinson Stadium or you may pre-order flowers at https://www.thecommencementgroup.com/cwu/

**Memorabilia:** Be the first to get your alumni gear! The Wildcat Shop will have some specialty items and memorabilia for sale in the concession stand near the stadium entrance.

**Concessions:** There will be concession stands on the north and south side of the stadium track selling beverages and snacks. In addition, guests may purchase bottled water at water stations in the stadium. It is best to bring cash as debit/credit cards are not accepted at either concession stand.

**Degree Cover:** You will receive your degree cover during the commencement ceremony. It will NOT have your diploma inside it. Diplomas will be mailed after grades have been checked in
approximately 10-12 weeks.

**Twitter Feed:** As students are preparing for the Processional, we would like to encourage you to send messages to your family and friends via the Twitter hashtag, **#CWUGrad**. There will be a live Twitter feed to Tomlinson Stadium that will be displayed on the viewing screens. This is a great opportunity for your family and friends to share in your accomplishments.