KENT COMMENCEMENT
Pierce County, Des Moines, Lynnwood and Everett campuses
Kent, Washington at ShoWare Center
Sunday, June 12, 2016 1:00 p.m.

FOR MORE INFORMATION GO TO CWU.EDU/COMMENCEMENT
KENT COMMENCEMENT SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>12:00 PM</td>
<td>Graduates should arrive at the ShoWare Center, entering through the receiving area (fenced north area of ShoWare) no later than <strong>12:00 PM</strong>.</td>
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<tr>
<td>12:50 PM</td>
<td>Processional lines begin moving toward arena</td>
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<tr>
<td>1:00 PM</td>
<td>Processional of faculty and students enters arena</td>
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<tr>
<td>1:00 PM</td>
<td>Commencement Ceremony</td>
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<tr>
<td>3:00 PM</td>
<td>Recessional of faculty and graduates exit arena</td>
</tr>
</tbody>
</table>

**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 receiving area ShoWare.

**Location/Parking:** ShoWare Center is located in downtown Kent on James St. down the road from the Kent Station less than 18 miles from Seattle, Bellevue and Tacoma. The public entrance to ShoWare is along James St. Easy access to major freeways and convenient parking. Directions and accommodations to ShoWare can be found at: [http://www.showarecenter.com/visitor_info/getting_there](http://www.showarecenter.com/visitor_info/getting_there)

ShoWare Center features free parking onsite and additional free parking in several lots within close walking distance. 90 parking stalls are reserved in ShoWare Center’s west lot for drivers of low-emission or fuel-efficient vehicles and/or carpools of four or more. Parking attendants and signs are in place to direct qualifying vehicles to the designated parking stalls. Spaces are limited and are filled on a first come, first served basis.

**Arrival:** Graduates should arrive in cap and gown at the ShoWare Center no later than 12:00 p.m. Students should enter through the fenced north end of ShoWare through the receiving area from the outside of the facility.
**Line Up/Staging:** Students enter through the receiving area from the outside of the facility. Staging occurs once you enter the receiving area hallway. When you arrive you will be arranged in rows for the processional into the arena. CWU staff will be at the staging location to help assemble the rows. Remember to bring your cap, gown, tassel, and name card.

**Undergraduate** processional lines will begin in the hallway of the receiving area on the north side of ShoWare. Look for CWU staff with signs designating the rows.

**Undergraduate President and Dean Scholars** graduating seniors who have been notified that they are Dean’s or President’s Scholars, but did not attend the Honors Convocation in Ellensburg on Friday evening will be lining-up at the front of the receiving area hallway. Look for the signs. There will be staff available to assist you. You will also be given an additional name card, so when you are called to the stage to receive your honors the Dean will be able to read your name. **You must retain your undergraduate name card for when you walk across the stage to receive your diploma.**

**Masters** degree candidates should enter through the receiving area of ShoWare, then proceed to room 165. Once you enter the room you will be directed to line-up in two lines to prepare for the processional into the arena. Look for CWU staff with signs designating the location. Staff will assist you with lineup order and hoods.

**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.

**Processional:** Ten minutes before the start of the ceremony, the processional lines will begin
moving toward the arena. The order of the processional will be:

1. Faculty Marshal (with University Mace)
2. Faculty in two lines
3. Masters candidates in two lines
4. President and Dean’s Scholars in two lines
5. Undergraduates in two lines
6. 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 Master’s candidates will march up the center aisle. Silver Cortege members will seat the Master’s candidates behind the faculty followed by the President and Dean Scholars. 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. They will direct you to the next appropriate row when one has been filled.

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

1. President’s welcome.
2. National Anthem (gentlemen: hats off, please! Please take your seat at the end of the national anthem).
3. Introductions by the President.
4. President introduces CWU Student Speaker
5. Chair for the Board of Trustees introduces the commencement speaker.
6. President recognizes the faculty.
7. Masters 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 be hooded and receive your diploma.” Follow the directions of the staff as they lead you to the stage. Your hood should be draped over your right arm.
   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) Faculty members from your department will meet you at the top of the stairs to hood you.
   e) Proceed to the middle of the stage to receive your degree cover.
   f) Exit the stage down the center stairs, and return to your seat. Do not exit the auditorium, as you are expected to remain through the entire ceremony.
g) Please sit down once you return to your seat or you will be blocking the view of those behind you.

8. Honors Student Acknowledgement - Students who have received honors will be asked to stand en masse as each honor category is called; Cum Laude, Magna Cum Laude, and Summa Cum Laude.

9. Dean’s, President’s and Medallion Recipients will be asked to come up on stage to receive their awards. Go up on stage by exiting from the outside of the aisle, and hand your card to the person calling names. Exit down the center stairs, return to your seat.

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 both sides of the stage, proceed to center stage, and exit down the center. 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 walk up the stairs, and give your row card to the dean who will announce your name.
   d) Proceed to the “X” on the stage and you will be handed a degree cover and receive a handshake from a trustee and the president.
   e) You will exit center stage down the stairs 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 be on your chair once you arrive in the arena.

**Recessional:** 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.
4. Master Candidates - The Silver Cortege will signal the first row of Master’s, 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.

You will follow the silver cortege out of the arena through the main entrance of ShoWare. Please keep your lines moving until the recessional ends, and all students are outside of the
arena. If needed, please direct your family to meet you in any of the three halls in the concession area or outside the ShoWare Center.

**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 good bye 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. We recommend the use of bobby-pins to secure your cap. Masters gowns are black, and master candidates should make sure that they have their hood prior to the processional. Only traditional caps and gowns will be allowed. Graduates without proper attire will not be allowed to participate in the ceremony.

**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 University Campus Center Administration office with photo ID after May 2nd. **Honors tassels will not be available at commencement.**

**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](http://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 a few different 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 also 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 5,000 people.

Doors will open for the graduation ceremony at 12:00 p.m., with a 1:00 p.m. start time. The ceremony ends at approximately 3:00 p.m.

**Guests with Special Needs:**
**Disabled Seating** is available in designated seating areas on the arena floor through the south ShoWare entrance. **Service dogs only are allowed in the facility.**

There will be an interpreter for the hearing impaired on the left side of the stage. Please sit in the northwest corner of the arena in section 114, so you will be near the interpreter who will be on the left side of the stage.

**Flowers:** Commencement flowers will be available to purchase for your graduate. The flowers will be available just outside the main doors of the ShoWare arena or you may pre-order flowers at [https://www.thecommencementgroup.com/cwu/](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 main foyer of ShoWare.

**Concessions:** There will be concession stands open throughout the facility selling beverages and snacks.

**Helium Balloons:** ShoWare Center does not allow helium balloons within the facility, so you may want to choose another celebration item instead.

**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.