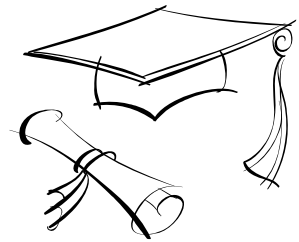


CENTRAL WASHINGTON UNIVERSITY

2009 Eastside Commencement Information Packet



Ceremony One

9:30 a.m. June 13, 2009 at Tomlinson Stadium
College of Arts and Humanities, College of the Sciences, General,
Individual & Interdisciplinary Study Majors

Dear Graduates:

It is very important that you read through all of the enclosed materials. There is NO commencement rehearsal.

PACKET CONTENTS

In addition to this letter, the packet should contain one 3x5 name card for Ceremony One, Commencement Instructions, and Commencement Maps.

WHO PARTICIPATES IN CEREMONY ONE?

Ceremony One is for those students graduating from the College of Arts and Humanities, College of the Sciences, General, Individual & Interdisciplinary Study Majors only. If you are not sure which ceremony you should attend, visit the commencement web page. *(Note: If you are graduating from the College of Business or the College of Education & Professional Studies programs, you have received the wrong packet. Please contact Registrar Services at (509)963-3001 as soon as possible.)*

WHEN TO ARRIVE?

Students must arrive at the staging location by 8:45 a.m. on June 13th. The Staging Map (Map #1) enclosed in this packet shows the location by Nicholson Pavilion for Undergraduates and the location for Graduates. CWU staff will be at the staging location to assist with the formation of rows and graduate hoods. **Marching begins at 9:20 a.m. sharp.**

Remember to plan for time to find parking.

WHAT TO BRING?

In order to participate, you must bring:

- Name card with your name. This card also has your row letter which designates your marching line.
- Cap, gown, and tassel. Master students, don't forget your hoods!

INSTRUCTIONS

The instructions contain all of the details regarding the ceremony. Please review all of the information and make sure that you understand the process. Some key sections are:

- Commencement Etiquette - pg 1
- Commencement Attire - pg 2
- Tassels and Honors Tassels - pg 2
- Weather Conditions - pg 2
- Staging and Processional - pg 3
- Order of Ceremony - pg 4
- Guest Information & Special Events – pg 6

Commencement Website

View the Commencement homepage for a schedule of events and accommodations at <http://www.cwu.edu/~commencement/>

For more information call Registrar Services at (509) 963-3001.

Congratulations!
CWU Registrar Services



CWU 2009 Eastside Commencement Instructions Tomlinson Field

CENTRAL WASHINGTON UNIVERSITY

June 13, 2009

COMMENCEMENT SCHEDULES

CEREMONY 1

College of Arts & Humanities
College of the Sciences
General, Individual, and Interdisciplinary
Studies

8:45 AM	Students assemble in processional lines at Staging Location (see Map #1)
9:20 AM	Processional lines begin moving toward track
9:30 AM	Processional of faculty and students enters stadium
9:30 AM - 11:00 AM	Commencement Ceremony (approximate time)
11:00 AM	Recessional of faculty and graduates exits stadium

CEREMONY 2

College of Business
College of Education and
Professional Studies

12:45 PM	Students assemble in processional lines at Staging Location (see Map #1)
1:20 PM	Processional lines begin moving toward track
1:30 PM	Processional of faculty and students enters stadium
1:30 PM - 3:00 PM	Commencement Ceremony (approximate time)
3:00 PM	Recessional of faculty and graduates exits stadium

**Please don't be late, because we will
have to start without you!**

**And remember to bring your cap,
gown, tassel, and row card!**

COMMENCEMENT ETIQUETTE 101

Commencement is a time for your family and friends to be proud of you. It is a time of seriousness and celebration. It is not the place for you to protest a failing grade or air a grievance. It is the time to say good bye to your college days and your friends. It is a time for your family to be very pleased with your accomplishments.

In years past, the registrar has had to confiscate a few "foreign beverages", balloons, and other paraphernalia – If you are asked to hand over any items, do so IMMEDIATELY as it is better us than the police. It is

embarrassing for us and for your family, 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.

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ATTIRE

All **UNDERGRADUATES** must wear a new crimson cap and gown. You should ensure that the cap fits securely to your head, and with the wind, it is probably a good thing the new hats have elastic in them. If you have a problem with your gown on Saturday, a representative from the Wildcat Shop will be available at the information table (see Map #1) about 45 minutes prior to each ceremony to assist those who need help with their gowns.

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 unless approved by the Registrar. If you show up in a different color, or with any different paraphernalia on, you will be watching from the bleachers.

Dress comfortably. We encourage flat shoes. You will be walking on the field and heels are likely to sink into the grass. Staff members from Registrar Services 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.



PARKING

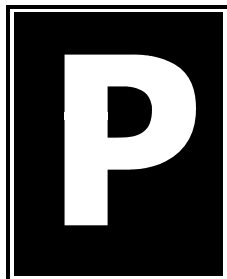
PARKING IS SCARCE. If you live nearby, we encourage you to walk.

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. Traffic has backed up all the way to Perkins before.

All non-residence lots are available for parking without permits starting Saturday morning.

Motorhomes 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 motorhomes, parking on 18th Street is a little easier. (See parking map.)

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.



TASSELS

The tassel is worn over the **RIGHT** eye throughout the ceremony. Tassels will be moved over the **LEFT** eye when Pedro Navarette (ASCWU President) indicates confirmation of degrees.

You will receive your tassel with your cap and gown.

HONORS TASSELS

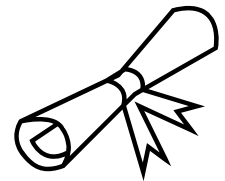
If you are eligible for an honors tassel, be sure to pick it up from Registrar Services or your university center office during spring quarter. You'll need to bring photo ID.

HONORS TASSELS

Summer 2008, Fall 2008, Winter 2009, and Spring 2009 undergraduate candidates who are graduating with academic honors may pick up an honors tassel from Registrar Services (or a university center office) with a photo ID. **On Saturday morning, ONLY non-Ellensburg students will be able to pick up honors tassels at the information table (see Map #1).**

Summer 2009 commencement participants do not qualify for 2008-2009 honors. Honors are 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 2009 grades.

Master's and post-baccalaureate students are not eligible for honors.



ROW CARDS

Undergraduate row cards will have your name and a row letter designation (A, B, C, or D). Graduate row cards will have your name and your area of study (for example, "Tracy Terrell, Counseling Psychology").

If your name is difficult to pronounce, you may write it phonetically on the card.

You must bring your row card with you to the staging location and carry it into the ceremony.

A limited number of replacement row cards will be available at the graduation information table. The information table will be located by the Master's student staging area (see MAP #1).

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.

STAGING

CEREMONY ONE: 8:45 AM

CEREMONY TWO: 12:45 PM

Staging occurs on the east side of Nicholson Pavilion (see Map #1 for details). This is where you will be arranged in rows for the processional into the stadium. CWU staff will be at the staging location to help assemble the rows.

Remember to bring your cap, gown, tassel, and row card.

DON'T BE LATE! WE WILL START WITHOUT YOU!

UNDERGRADUATES

The processional lines will begin on the walkway on the east side of Nicholson Pavilion and extend south toward lot Q-14. There will be four color-coded lines designated by A, B, C, and D. A row card is included in this packet and you need to line-up in the row designated on your card. Look for CWU staff with signs designating the rows.

The purpose of the designating row letters is to keep the rows the same length so there will be enough chairs for each row.

If you are anxious to sit by a friend in another row, trade cards with someone in the friend's row. Make sure to write the correct name on the switched card. By doing this, we will be able to keep the row size even and you can sit by your friend.

MASTERS

Master's degree candidates will line-up in two lines on the northeast corner of Nicholson Pavilion extending south. Look for CWU staff with signs designating the rows. Staff will assist you with lineup order and hoods.

SILVER CORTEGE

The members of the 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

CEREMONY ONE: 9:20 AM

CEREMONY TWO: 1:20 PM

Ten minutes before the start of the ceremony, the processional lines will begin moving toward the stadium. The lines for the students and faculty will meet on the north side of Nicholson Pavilion. Map #2 has an overview of the processional path.

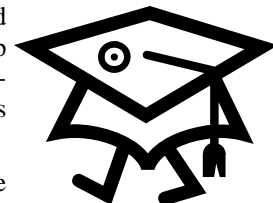
The order of the processional will be:

1. Faculty Marshal (with University Mace)
2. Faculty in two lines
3. Master's candidates in two lines
4. Undergraduates in four 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 Master's candidates will march up the center aisle. Silver Cortege members will seat the Master's candidates behind the faculty.



The Silver Cortege will lead the four undergraduate lines to their seats. It is important that you stay with the correct line as you enter the seating area. See Map #3 for the layout. Line A will enter the seating area on the far left side of the chairs. Line B will enter up the center left aisle. Line C will enter up the center right aisle. Line D will enter up the far right aisle.

Chair rows will be filled from the front to the back and lines will be alternating rows (Line A and Line B will fill alternating chair rows in the left section. Line C and Line D will fill alternating chair rows in the right section.) 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.

ORDER of CEREMONY

CEREMONY ONE: 9:30 AM

CEREMONY TWO: 1:30 PM

The order of the ceremony will be:

1. President's welcome.
2. The ROTC Honor 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 president.
5. President introduces CWU Student Speaker (4 min).
6. Chair for the Board of Trustees introduces the commencement speaker, **James Gaudino, President, Central Washington University.**
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 be hooded and receive your diploma.*" **Follow the directions of the Silver Cortège as they lead you to the front. 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 row card to the vice president who will announce your name.**
- D. **Faculty members from your department will escort you up the ramp to hood you. March to the middle of the platform and stop to be hooded.**
- E. **Proceed to the middle of the stage to receive your degree cover.**

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.



F. 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.

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

9. HONORS STUDENT ACKNOWLEDGEMENT

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.

Remember that students who are graduating Summer 2009 are not awarded honors until August, so they are not eligible at this time.

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.** If you aren't sure which college you are in, go online to www.cwu.edu/~commencement/gradinfo.html and click on the college names to view lists of majors.

11. President of the Alumni Association inducts the students into the Alumni Association.

12. UNDERGRADUATES

- A. Provost Quirk 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 SILVER CORTEGE DIRECTS YOU TO STAND.**
- B. **When the Silver Cortège directs you to stand, you will march from the outside aisle toward the stage.**
- C. **As you approach the stage, you will**

CEREMONY continued

have your picture taken and then you will give your row 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, Pedro Navarette, 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.

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 Image Studios at 1-800-505-5594 or <http://www.imagegrad.com/> if you have questions.

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. There will be a photographer on each side of the center ramp.

The photographer will be handing out a form at the staging location before the ceremony or will leave a form on your seat in the stadium. This form needs to be completed prior to walking up and receiving your diploma.



RECESSIONAL

Do not exit until directed to by the Silver Cortège. Remain seated until directed to rise by the Silver Cortège.

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 Cortège 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 Cortège 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.

Proceed off the field, down the track, and out through the gate that you entered. If everyone stops on the track, you will create a tremendous backup. Keep moving until the recessional ends.

If your family wants to know where to meet you, direct them to the front (south side) of Nicholson Pavilion.

TELEVISION COVERAGE

Commencement will be broadcast on Channel 2 or 15. If you want to record it, it should take approximately one hour and 30 minutes. We suggest starting to record a few minutes before the ceremony start time.

DVDs with both ceremonies can be ordered through Multimedia Technology & Instructional Support for \$22 (payable to CWU/MTIS). For more information, call (509) 963-1221.

FINES?

If you owe money, your transcript and diploma will be held.

Be sure to clear up any Student Account fines.

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. People are also encouraged to bring lawn chairs and sit on the field to the left or right of the ceremony area. For the grandstands or the grass, we recommend that guests wear comfortable shoes without heels. We recommend that you bring an umbrella if it looks like it might rain.

Guests may not sit on the track. The track must be kept clear for the processional and recessional.

Dogs are not allowed at Commencement.

The stadium has entrances on both sides for disabled persons. There is a seating area on the northwest side of the field behind the graduates 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 north side of the stage. We recommend that guests wanting to use this service arrive early and bring a lawn chair as this section often fills quickly.

INDOOR SEATING is available in the **Recital Hall located in the 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**.

COMMENCEMENT CEREMONY 1

Gates will open for family and friends at 8:15 a.m.; graduation is completed shortly after 11 a.m. We will be setting up for the second ceremony immediately following the first graduation, so the field and gates will be closed by 11:30 a.m. for setup.

COMMENCEMENT CEREMONY 2

Gates will re-open for the second graduation ceremony at 12:30 p.m. The second ceremony is completed shortly after 3:00 p.m.

LODGING AND DINING

Visitor information is posted on the CWU homepage at www.cwu.edu/~commencement. The Ellensburg Chamber of Commerce has a web site with links to lodging, dining, and community information at www.ellensburg-chamber.com.

SPECIAL EVENTS

Central would like to honor your achievements by hosting a variety of events to celebrate your special day. Visit the Commencement Activity Schedule http://www.cwu.edu/~commencement/activity_schedule.html for details.

Thursday, May 21

- Student Appreciation Day

Friday, June 12

- Army ROTC Commissioning Ceremony
- Graduation Dinner
- Honors Convocation

Saturday, June 13

- College of Business Graduate Reception
- Health, Human Perf and Nutrition Reception
- Rec & Tour, FCS Education, Family Studies, In-Design, & Fashion Merchandising Post Graduation Reception

Alumni

The Alumni Association would like to officially welcome you by giving each graduate a special gift. As you leave the ceremony through the marked exits please be sure to pick up your gift.

MEMORABILIA

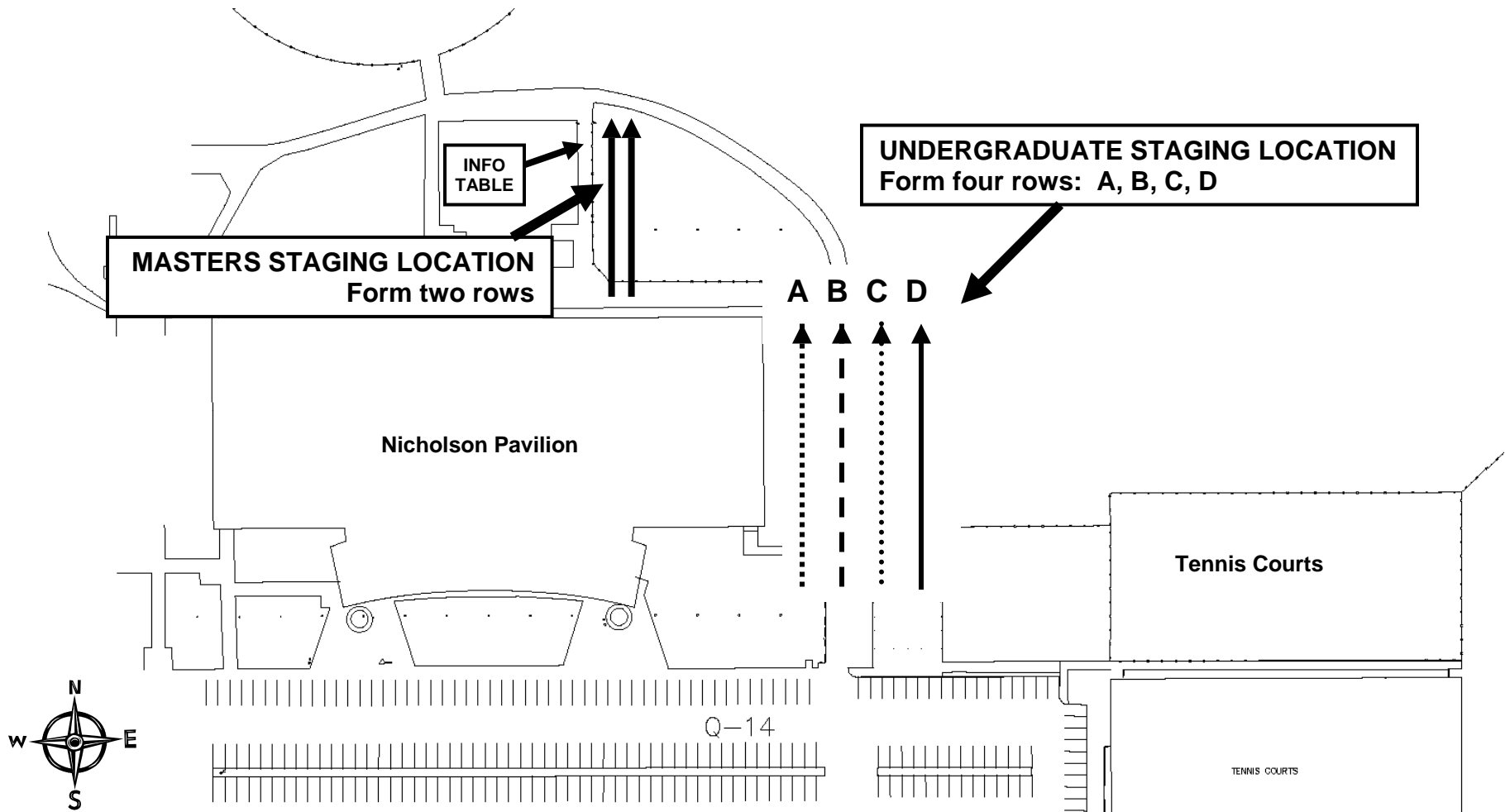
The Wildcat Shop will have some specialty items and memorabilia for sale in the concession stand near the stadium entrance.

CONCESSIONS

There will be concession stands on the north side of the stadium track selling beverages and snacks.

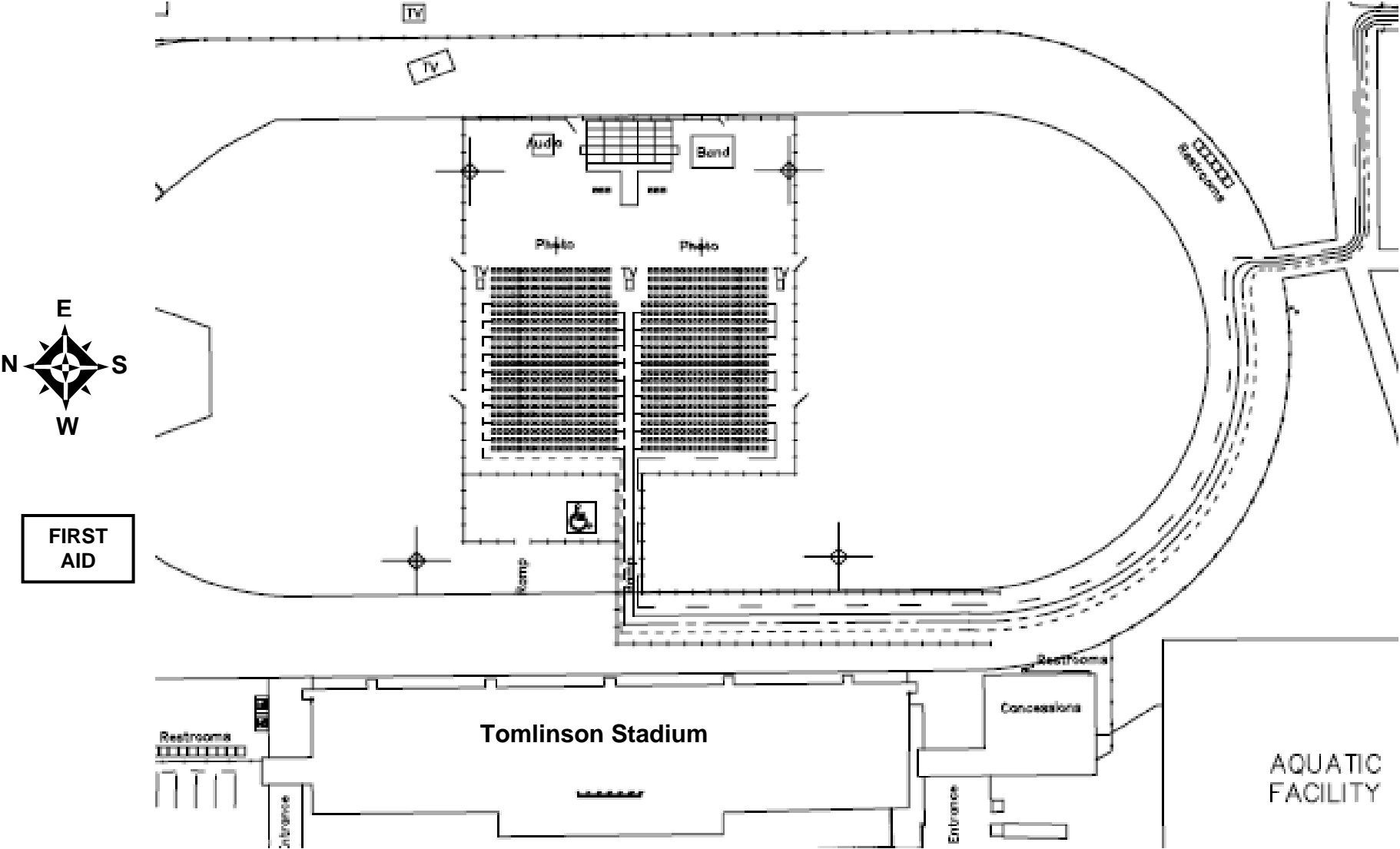
Tomlinson Field

MAP #1 2009 EASTSIDE COMMENCEMENT STAGING LOCATIONS



CEREMONY 1 - Arrive at the staging location at 8:45 AM.
CEREMONY 2 - Arrive at the staging location at 12:45 PM.

MAP #2 - 2009 EASTSIDE COMMENCEMENT Processional Overview



MAP #3 2009 EASTSIDE COMMENCEMENT UNDERGRADUATE SEATING

