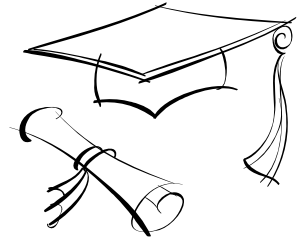


CENTRAL WASHINGTON UNIVERSITY

2009 Westside Commencement Information Packet

Sunday, June 14, 2009 at 6:30 p.m.
Benaroya Hall, Seattle
S. Mark Taper Foundation Auditorium



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, Commencement Instructions, tickets for family and friends, driving and parking information.

WHEN TO ARRIVE?

Students must arrive at Benaroya by 5:30 p.m. on June 14th. Students walking at commencement will need to report to the Recital Hall, located on the second floor of Benaroya Hall. Students should enter Benaroya Hall from the 3rd Avenue entrance. Family and friends may proceed directly to the S. Mark Taper Auditorium. CWU staff will be in the recital hall to assist with the formation of rows and master hoods. **Marching begins at 6:20 p.m. sharp.**

Remember to plan extra time for traffic and 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
- Guest Information – pg 2
- Tassels and Honors Tassels - pg 2
- Assembly and Processional - pg 3
- Order of Ceremony - pg 4

Commencement Website

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

For more information call your Campus Administration Office or Registrar Services at (509) 963-3001.

Congratulations!
CWU Registrar Services



CWU 2009 Westside Commencement Instructions S. Mark Taper Foundation Auditorium, Benaroya Hall

CENTRAL WASHINGTON UNIVERSITY

June 14, 2009

Commencement Schedule

5:30 PM	Graduates should arrive at Benaroya Hall no later than 5:30 PM . You may robe in the Recital Hall, 2 nd Floor of Benaroya
6:20 PM	Processional lines begin moving toward auditorium
6:30 PM	Processional of faculty and students enters auditorium
6:30 PM	Commencement Ceremony
8:30 PM	Recessional of faculty and graduates exit auditorium

**Please don't be late, because we will
have to start without you!
And remember to bring your cap,
gown, tassel, and row card!
Master Students - Don't forget your
hoods!**

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.

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 or walk across the stage 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.

MASTERS gowns are black, and master candidates should make sure that they have their hood prior to the processional.

The women may leave caps on during the entire program. Men please remove caps during the National Anthem.

Only traditional caps and gowns will be allowed. If you show up in a different color or with any different paraphernalia on, you will be watching from the balcony.

HONORS TASSELS

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

TASSELS

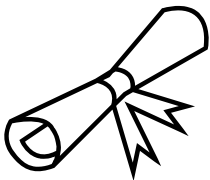
The tassel is worn over the **RIGHT** eye throughout the ceremony. Tassels will be moved over the **LEFT** eye when Pedro Navarette (ASCWU President) indicates confirmation of degrees.

You will receive your tassel with your cap and gown.

HONORS TASSELS

Summer 2008, Fall 2008, Winter 2009, and Spring 2009 undergraduate candidates who are graduating with academic honors may pick up an honors tassel from **their University Center Administration office, as they may not be available at commencement.** 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 and post-baccalaureate students are not eligible for honors.



NAME CARDS

A name card with your first and last name is enclosed. You will present this card to a dean who will announce your name when you march across the stage. **Please remember to bring your name card to commencement!**

If you happen to forget it, please ask a staff member for a card upon your arrival. Please line-up according to your row designation. We need to try and keep the rows as even as possible. If you wish to sit by a friend who is in another row, please exchange your row designation with someone else and make sure to write the correct name on the switched card.

GUEST INFORMATION

DISABLED SEATING

There will be designated seating for persons with disabilities available at commencement. The family disability section is **limited**; therefore, **please notify Tina Morefield at (509) 963-3012, if you or a family member requires disability access or seating.** Hard of hearing people are requested to sit on the left side of the auditorium, so you will be near the interpreter who will be on the left side of the stage.

TICKETS

Each student will be given 4-5 tickets each. **If you are not utilizing all of your tickets, please turn them in to the Lynnwood, Pierce or Des Moines Administration Office by June 5,** so they may be disbursed appropriately. If you are looking for more tickets, please advise your University Center Administration Office.



DEAN'S AND PRESIDENT'S 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 recital hall, near the stage.

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 will retain your undergraduate name card for when you walk across the stage to receive your diploma.**

ASSEMBLY

The Silver Cortege and staff will be available to assist you with the line-up and assembly in the Recital Hall. Graduates should begin assembling lines (A - Left side, front and B - Right side, back) as designated on the back of their name cards by 5:30 PM in the Recital Hall. Dean's and President's scholars should proceed to the front of the Recital Hall near the stage. Master students should look for their program designation sign.

There will be two lines; the Faculty will lead in the processional, followed by masters candidates. Next will be those 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, followed by the graduating seniors.

It is not necessary to line up alphabetically (except the scholars), but it is necessary to line up in your assigned line or else the lines will become uneven. Please follow the direction of the staff and cortege.

SILVER CORTEGE

The members of the Silver Cortege are juniors selected based on their high academic standing. They have rehearsed with the Registrar to prepare for the processional. They will be in the recital hall wearing silver gray caps and gowns. You will be following their directions throughout the ceremony.



PROCESSIONAL

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

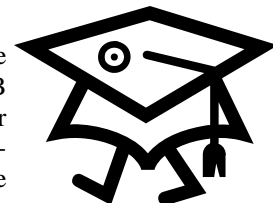
1. Faculty Marshal (with University Mace)
2. Faculty
3. Masters candidates
4. Dean's and President's scholars who were not able to attend Honors Convocation.
5. Undergraduates
6. The Presidential Party

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 Silver Cortege will lead the master and undergraduate lines to their seats. It is important that you stay with the correct line as you enter the seating area. Line A will enter the seating area on the far left side of the chairs. Line B will enter up the right aisle.

Each row will be filled from the front to the back and row A and B will be alternating rows. 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.

Alumni

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

ORDER of CEREMONY

The order of the ceremony will be:

1. President's welcome.
2. The Kairos will play the National Anthem (**gentlemen: hats off, please! Please take your seat at the end of the national anthem.**)
3. Introductions by president.
4. President introduces CWU Student Speaker
5. Chair for the Board of Trustees introduces the commencement speaker, **James Gaudino, President, Central Washington University.**
6. President recognizes the faculty.

7. 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 stage right. 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 stairs to hood you. March to the first "X" on the stage and stop to be hooded.**
- E. **Proceed to the middle of the stage to receive your degree cover.**
- F. **Exit the stage on the opposite side,**

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.



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.

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

9. Dean's, President's and Medallion Recipients will be asked to come up on stage to receive their awards. Go up on stage right, hand your honor card to the person calling names. Exit stage left, return to 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.** If you aren't sure which college you are in, go online to www.cwu.edu/~commencement/ 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 as students cross to stage left to exit. 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**

CEREMONY continued

right side 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 the stage on the left stairway 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 be given to you in the recital hall.

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 www.imagegrad.com, if you have questions.

INFORMATION TABLE

There will be an information table set-up outside of the recital hall located on the second floor. Students who have misplaced their name cards or were unable to pick up their honors tassel may do so on Sunday. There will be limited honor tassels available, so try to pick them up at your University Center Administration office during spring quarter.

RECESSIONAL

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

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 Masters, followed by the second row.



5. **UNDERGRADUATES**

The Silver Cortege will direct the undergraduates to rise and exit. They will start from the last row.

Keep moving until the recessional ends.

PARKING & ARRIVAL

Graduates should arrive at Benaroya Hall no later than 5:30 p.m. You will need to enter Benaroya Hall from the 3rd Avenue entrance or from the Benaroya Hall Parking garage. Graduates may not enter Benaroya through the Artists entrance on 2nd Avenue. The ceremony begins at 6:30 p.m. sharp.

If you are entering through the parking garage, you will need to take the elevator to the Boeing Company Gallery, and follow directions to the Recital Hall. The parking garage entrance is on 2nd Avenue, just south of Union Street. Please allow an extra half hour to accommodate for traffic. There is a coat check outside of the Recital Hall, but you may want to leave your personal belongings with a family member.

FINES?

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

Be sure to clear up any Student Account fines.

Benaroya Hall Directions & Parking



Location

Benaroya Hall is located in the heart of downtown Seattle directly across 2nd Avenue from the Seattle Art Museum. Benaroya Hall is bounded on the north by Union Street, on the south by University Street, on the east by 3rd Avenue and on the west by 2nd Avenue. The public entrance to Benaroya Hall is along 3rd Avenue.

DIRECTIONS

Heading South on I-5

Take the Union Street Exit and go west for approximately 5 blocks. Benaroya Hall will be on your left between 2nd and 3rd Avenues.

Heading North on I-5

Take the Seneca Street Exit (left-hand exit) (6th and Seneca) and head west to 4th Avenue. Turn right on 4th, then go several blocks to Union Street. Turn left on Union and follow to 2nd Avenue. Turn left on 2nd and the Benaroya Hall parking garage is immediately on the left.

From I-90 West

Take I-5 north to the Madison exit. Turn left on Madison and continue to 4th Avenue. Turn right on 4th and continue to Union Street. Turn left on Union and turn left onto 2nd Avenue.

Heading South on Highway 99

Take the Denny Street exit keeping to the right, which crosses Denny and leads to Wall Street. Turn left onto Second Avenue and head south for approximately 8 blocks. Benaroya Hall is located between Second and Third avenues between Union and University streets.

Heading North on Highway 99

Take the Seneca Street exit and turn left onto 1st Avenue. Go one block and take a right onto University Street and up two blocks to Third Avenue. Benaroya Hall is located on Third Avenue between Union and University streets.

Public Transportation

For transit information, call Metro Transit at (206) 553-3000 (voice), or (206) 684-1739 (TDD). Community Transit can be reached at (425) 353-RIDE or (800) 562-1375. Sound Transit can be reached at (800) 889-6368. Exit transit at the University Street Station and go up to Benaroya Hall.

PARKING

At Benaroya Hall

The 430-car underground-parking garage at Benaroya Hall provides direct access from the enclosed parking area into Benaroya Hall via elevators leading to The Boeing Company Gallery. Cars enter the garage off 2nd Avenue, just past Union Street.

Other Parking

Parking is also available at the Washington Mutual Tower Garage (entrance is on Seneca between Second and Third Avenues), in the Cobb Building (entrance is on University between Third and Fourth Avenues), and at the Puget Sound Plaza Building Garages (entrance is on Union between Third and Fourth Avenues).

There are many other garages within a one-block radius of Benaroya Hall, as well as numerous on-street parking spaces.