

Eastside Commencement Two Faculty Instructions

Arrival: Eastside Commencement Ceremony Two is Saturday, June 13, 2009. A parking pass is enclosed. You may park in the reserved section of the Nicholson Pavilion lot. Faculty will be meeting in the PE Building Foyer along with the Presidential Party. Please arrive by 12:30 p.m. – remember traffic is heavy. At 1:00 p.m., there will be a brief welcome, and you will be directed to move to the outside walkway between the PE Building and the pavilion in two parallel lines. We begin lining up at 1:05 p.m., and start moving the line at 1:20 p.m. **In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.**

Seating: The processional route for faculty will be to walk around the track on the west side in front of the stadium, and down the center aisle toward the front row of seats. Faculty will occupy the first one or two rows on each side. Faculty who are hooding will be placed in the front rows. There will be extra space between the rows, so faculty can easily get in and out to congratulate their students. A seating arrangement is attached, **but it is subject to change.** The members of the Silver Cortege will escort you to your seating location when you arrive.

Hooding Masters Candidates: For those faculty with “**hooding**” beside their name the list of the master’s students is included. The master student hooding will take place after Provost Quirk presents his congratulatory remarks. We attempted to combine committee members with the students however it was not always possible. If you do not wish to participate in hooding master’s candidates please ask another member of your department to take your place. If you cannot find an alternate, please contact Tracy Terrell at 963-3076 or email her at terrell@cwu.edu.

Hooding Instructions

- Keep track of where the students you are hooding are in line. There will be two faculty members hooding each student. You will hood one student at a time.
- Precede the student(s) half-way up the ramp, stand toward the back of the ramp, as close to the stage as you can get.
- One faculty member will stand on the high end of the ramp and will place the hood over the student’s head from the front; the other person 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 moving up the ramp.
- When your student(s) are hooded proceed down the center ramp back to your seats.

Deans Presentations: The Deans from the College of Business and the College of Education and Professional Studies will ask the faculty in their college **to stand** along with the students during their brief presentation.

Recessional: Following the Presidential Party, the first faculty row will exit first, followed by the second row. Wait for a Silver Cortège member to guide you. We will not be having a receiving line at commencement. If you would like to congratulate your student(s), we encourage you to do so during the ceremony, after they come down the ramp to return to their seats.

Cancellation: If you cannot attend, please notify the registrar at 963-3012. If you know of someone who plans to attend and is not on this list please ask him or her to contact us. Seats are pre-assigned.