

CWU FACULTY COMMENCEMENT INSTRUCTIONS



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

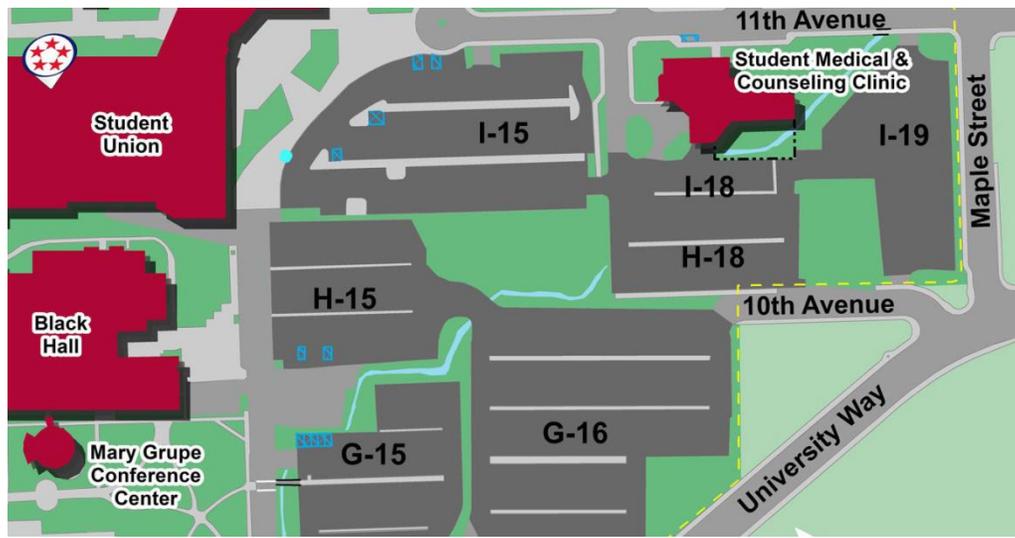
College of Arts and Humanities, College of the Sciences and
Interdisciplinary and Individual Study Majors
Ellensburg, Washington at Tomlinson Stadium
Saturday, June 11, 2016 2:00 p.m.

KENT COMMENCEMENT

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

ELLENSBURG COMMENCEMENT ONE

Parking: Faculty and Staff should park in G, H, and I lots located East of the SURC.



Arrival: Ellensburg Commencement Ceremony One is Saturday, June 11, 2016. Please arrive by 8:30 a.m. – remember traffic is heavy. Faculty will meet on the first floor of the SURC in Holmes Dining Hall where coffee, tea, and pastries will be provided.

Line-up: At 8:45 a.m. faculty will be directed to line-up. Line-up will begin inside the SURC and faculty will be escorted out the doors onto Walnut Mall.

Processional: The procession will begin at 9:05 a.m. and move towards Tomlinson Stadium. Faculty will follow the Faculty Marshal traveling north on Walnut Mall, across Nicholson Boulevard, between Purser Hall and Nicholson Pavilion, through the south gates of Tomlinson Stadium, and up the center aisle. In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.

Seating: Two members of the Silver Cortège will escort you to your row as you advance through the processional. Faculty will occupy the front rows on both sides of the field. Space has been added between the rows so faculty can easily get in and out to congratulate their students.

Hooding Educational Specialist/Masters Candidates: All Educational Specialist/Masters Candidates will be hooded in a separate hooding ceremony the Friday before Commencement.

Provost Remarks: The Provost will ask the faculty **to stand** and be recognized during his presentation.

Recessional: The Faculty Marshal will lead the Presidential Platform Party through the center aisle and back to the SURC. The Silver Cortège will direct faculty in the first row to walk down

the center aisle followed by the second row, etc., and toward the south gates of Tomlinson Stadium to **form a congratulatory line**. (PLEASE wait for a Silver Cortège member to direct your row.) The Silver Cortège will then direct the graduate students to go through the congratulatory line starting with the front row, then the undergraduates beginning with the last row and moving to the front row. The Silver Cortège will lead the Educational Specialist/Masters and Undergraduates toward Nicholson Pavilion to avoid congestion. Once the final Undergraduate has gone through the congratulatory line, you may return to the SURC to collect any personal items.

Cancellation: If you cannot attend, please notify the commencement team at email Commencement2016@cwu.edu right away as it may change the processional and seating arrangements. If you know of someone who plans to attend but is not listed, please have them contact the commencement team no later than June 6th

ELLENSBURG COMMENCEMENT TWO

Parking: Faculty and Staff should park in G, H, and I lots located East of the SURC.



Arrival: Ellensburg Commencement Ceremony Two is Saturday, June 11, 2016. Please arrive by 1:00 p.m. – remember traffic is heavy. Faculty will meet on the first floor of the SURC in Holmes Dining Hall where refreshments will be provided.

Line-up: At 1:15 p.m. faculty will be directed to line-up. Line-up will begin inside the SURC and faculty will be escorted out the doors onto Walnut Mall.

Processional: The procession will begin at 1:35 p.m. and move towards Tomlinson Stadium. Faculty will follow the Faculty Marshal traveling north on Walnut Mall, across Nicholson Boulevard, between Purser Hall and Nicholson Pavilion, through the south gates of Tomlinson Stadium, and up the center aisle. In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.

Seating: Two members of the Silver Cortège will escort you to your row as you advance through the processional. Faculty will occupy the front rows on both sides of the field. Space has been added between the rows so faculty can easily get in and out to congratulate their students.

Hooding Masters Candidates: All Masters Candidates will be hooded in a separate hooding ceremony the Friday before Commencement.

Provost Remarks: The Provost will ask the faculty **to stand** and be recognized during his presentation.

Recessional: The Faculty Marshal will lead the Presidential Platform Party through the center aisle and back to the SURC. The Silver Cortège will direct faculty in the first row to walk down the center aisle followed by the second row, etc., and toward the south gates of Tomlinson Stadium to **form a congratulatory line.** (PLEASE wait for a Silver Cortège member to direct your row.) The Silver Cortège will then direct the graduate students to go through the congratulatory line starting with the front row, then the undergraduates beginning with the last row and moving to the front row. The Silver Cortège will lead the Masters and Undergraduates toward Nicholson Pavilion to avoid congestion. Once the final Undergraduate has gone through the congratulatory line, you may return to the SURC to collect any personal items.

Cancellation: If you cannot attend, please notify the commencement team at email Commencement2016@cwu.edu right away as it may change the processional and seating arrangements. If you know of someone who plans to attend but is not listed, please have them contact the commencement team no later than June 6th.

KENT COMMENCEMENT

Location: Kent Commencement is Sunday, June 12, 2016 at the ShoWare Center located at 625 West James St. Kent, WA.

Parking: ShoWare Center features free parking onsite and additional free parking in several lots within close walking distance.

Arrival: Participants should arrive at ShoWare Center no later than noon. Faculty should enter ShoWare through the receiving area and will be asked to assemble for robing in the designated locker room. In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.

Line-up: At 12:30 p.m. Faculty will be directed to move into the hallway and line-up. Line-up will begin outside the locker rooms. The ceremony will begin promptly at 1:00 p.m.

Seating: Two members of the Silver Cortège will escort you to your row as you advance through the processional. Faculty will occupy the front rows on both sides of the arena. Space has been added between the rows so faculty can easily get in and out to hood or congratulate their students. Even though you may be hooding, it is possible that you may not be seated next to the faculty member that you are partnered with to do the hooding. Master students will be seated on the opposite side of the aisle.

Hooding Masters Candidates: Faculty assisting with the hooding of masters candidates should proceed to the side stairs (on the same side you are seated), to meet your candidates as they come up to the stage. We will be hooding on both sides of the stage.

- Proceed to the side stage to meet your master candidate(s). Two faculty members will be hooding each master student. Once you have met your candidates, precede them onto the stage, and wait at the top of the stairs. Once their name is called they should walk up the stairs to be hooded.
- Turn and hood the candidates; one faculty member will place the hood over the student's head from the front; the other person straightens the back of the hood behind the candidate. The master student will then go to center stage to receive their diploma.
- If you are joining another faculty already in the hooding process, please wait until they have completed the prior student's hooding process before you join them.
- When your student(s) are hooded exit center stage, and return to your seat.

Provost Remarks: The Provost will ask the faculty **to stand** and be recognized during his presentation.

Recessional: The recessional is in reverse order. The Faculty Marshal and the Presidential Platform party will exit down the center aisle then around the back of the last row of students and return to the locker room. PLEASE DO NOT FOLLOW THE PRESIDENTIAL PLATFORM

PARTY. The Silver Cortège will direct faculty in the first row to walk down the center aisle followed by the second row, etc., and towards the main arena doors to **form a congratulatory line**. (PLEASE wait for a Silver Cortège member to direct your row.) The Silver Cortège will then direct the Masters to go through the congratulatory line starting with the front row and then the Honors students. Undergraduates will be directed beginning with the last row and moving to the front row. The Silver Cortège will lead the graduates out of the arena to avoid congestion. Once the last graduate has gone through the congratulatory line, you may return to the locker room to collect any personal items.

Cancellation: If you cannot attend, please notify the commencement team at email Commencement2016@cwu.edu right away as it will change the processional and seating arrangements. If you know of someone who plans to attend but is not listed, please have them contact the commencement team no later than June 6th.