School of Graduate Studies and Research
Graduate Commencement and Hooding Ceremony

Student Instructions

- Friday, June 8, 2018, 6:00-8:00pm
- Ellensburg Campus > Nicholson Pavilion
  - no tickets required and no charge for entry
- Reception to immediately follow
- Delayed internet live stream available

Timeline

- Students must arrive at **5:00pm but no later than 5:30pm** at the Nicholson Pavilion Fieldhouse (east gym).
- The student processional will begin promptly at **5:55pm**.
- Guests may enter Nicholson Pavilion (west gym) at **5:00pm** and must be seated by **5:50pm**.

Student Directions Before and During the Ceremony

You must arrive for check-in at the Nicholson Pavilion (NP) Fieldhouse (east gym) between **5:00– 5:30pm** with your gown, cap, and hood. **Students arriving after 5:30 will not be able to participate in the ceremony.** Please wear appropriate business casual dress underneath your robe. Do not bring large bags or other items as the preparation room will be crowded and will not be secured.

You will pick up your name card from a check-in table outside of the NP Fieldhouse. If you signed up to attend the Kent Ceremony, you received a different name card in the mail. Do not bring that name card to this ceremony. Once you are given your name card, fill out the phonetic pronunciation of your name under the label. On the back of the card, fill out the information requested. This information will be given to the professional photographer to contact you with information about photos available for purchase after the ceremony. Keep your card with you until you go on stage.

Once your name card is completed, find your degree program sign in the NP Fieldhouse and stand by the sign to meet your faculty hooder. The SGSR team has done its best to match you with your requested hooder, but in some cases, this was not possible because of faculty availability. You are not allowed to switch hooders at any time. A separate email will be sent with the name of your hooder.

Your hooder will line you up behind them. You must stay in this order with your hooder in the room before the processional, during the processional to your seat, and when lining up to the stage.
By 5:50 p.m., you must be fully gowned with your hood draped over your left arm ready to leave the NP Fieldhouse to the ceremony. Volunteers will usher faculty and students in a single file line to the west gym where the ceremony will be held. They will direct you to the row you will sit in for the ceremony. Although we understand your excitement to see and wave to your family, please remain professional during the ceremony at all times out of respect for your peers and guests.

**Proceeding to the Stage and the Hooding**

There will be an usher who will direct your row to stand and show you in which direction you will walk to the stage. Please follow your hooder to the right hand stairs leading up to the stage and line up across the wall so you do not block the view of the audience. Your hooder will get up on the stage, hand his/her name card to the reader, and take his/her place on the hooding box in the center of the stage ready to hood. Once ordered by the podium name card reader to enter the stage, you will hand your name card to him/her and then advance to your hooder.

When you advance to your hooder, stand in front of the hooding box where there is an “X” marked on the stage, and hand him/her your hood then face the audience. Your hooder will then place your hood around your neck. You may need to bend at the knees to allow your hooder enough space to put the hood over your head. Once your hood is secured, you may turn to shake the hand of your hooder, then proceed to your right to receive your diploma cover from Dean Archer and shake his hand. Then you will continue to the right to exit the stage. There will be a professional photographer taking pictures once you exit the stage. Once your picture has been taken, please return to your seat. Do not throw any object (hats, glitter, etc.) into the air for the safety of others around you.

**In addition, please also watch this hooding instructions video:** https://youtu.be/anuIOc6fhWs

**Directions and Parking**

The Nicholson Pavilion (715 E. Nicholson Blvd, Ellensburg) parking map can be found here: https://www.cwu.edu/commencement/ellensburg-graduate-ceremony-parking

**Guest Information**

There are no tickets required and no charge for entry at this ceremony.

There is no reserved seating so encourage your guests to arrive early and sit together. If a guest requests ADA seating accommodations, ceremony volunteers will provide assistance in guiding this guest to the ADA reserved seating section.

Please realize the ceremony may take up to two hours, so small children may become restless. Out of respect to all graduates, if your child becomes restless, frightened, or loud, please take them to the lobby immediately. Children should not leave the ceremony unattended and should only be escorted out with their parent(s) or guardian.
Additionally, we expect to be able to offer a delayed live stream on the internet. The web link for this live stream will be available on the Graduate Studies website the day of the ceremony. [https://www.cwu.edu/masters/](https://www.cwu.edu/masters/)

Please advise your guests to allow sufficient time to walk from parking areas and be seated no later than 5:50pm. Ceremony volunteers in the lobby are available to answer questions.

**Photography**

Please advise your family and friends that during the ceremony, only ceremony participants are permitted near the stage. Therefore, we ask that photographs and video be taken from guests’ seats and they must remain seated. After the ceremony, photographs may be taken anywhere. A professional photographer will photograph each graduate as he/she is hooded. The photographer will also take an individual portrait as each graduate leaves the stage.

**Students or Guests Needing Accommodations**

If you or your guests are physically challenged and will need assistance participating in the ceremony, please contact the SGSR office at (509) 963-3101 at least three days prior to the day of the ceremony.

To view last year’s ceremony, visit [https://www.youtube.com/watch?v=P9dceSYfBCE](https://www.youtube.com/watch?v=P9dceSYfBCE)