

Congratulations, Graduates!

We are working hard on last minute details to ensure a memorable event for all involved. Please review the checklist below to make sure you are on track as we near the end of the semester.

If you have not taken care of the items listed, please be sure to do so ASAP:

- ✓ **Clear up all outstanding student debts** (Financial Aid & Student Accounts).
- ✓ **Purchase proper regalia** (cap, tassel, and gown) from the University Bookstore. Participants must be in university approved regalia. An exception is made for students who choose to wear their military dress uniforms.
  - **If you have not purchased regalia**, please contact the bookstore at 724-938-4324 or email Christina Guess, [guess@pennwest.edu](mailto:guess@pennwest.edu).
- ✓ **Take a few minutes to share your post-graduation plans** with the PennWest Career Center and enter **for a chance to win a \$50 Amazon gift card!** [Click here to take the survey](#) by December 6.
  - And, check out [Handshake](#) - an interactive career platform where you can find and apply for jobs, schedule appointments with your Career Coach, and much more! Visit [career.pennwest.edu](http://career.pennwest.edu) for more information.
- ✓ **Consider giving to the Class 2023 Class Gift** (receive a Red “2023” tassel and/or 1852 Society Cords and alumni starter pack with your gift). [Make your gift online today](#).
  - Gifts can also be made in person by stopping by the Kara Alumni House. Please make all checks payable to the “Foundation for California University of Pennsylvania.”
  - Make sure to stop by the Kara Alumni House to sign the Class of 2023 banner!
  - Check your email for weekly Gift Drive updates and announcements!
- ✓ **Plan to attend the Commencement Rehearsal on Friday, December 8, at 11 AM at the Convocation Center.** All students participating in the ceremony should plan to attend rehearsal to be fully informed and prepared for commencement day activities. It is suggested that graduates attend rehearsal, if you are unable to attend, please be sure to register at the graduate check in area on the morning of Commencement for line-up information.
- ✓ **Look for an email during the week of commencement with final ceremony details and instructions.** Email will include the walking list with your seat assignment and details needed for the ceremony.
- ✓ **A reminder that NO TICKETS are needed to attend the PennWest California December 2023 ceremony.** Convocation Center doors open to guests at 8:30 AM. Suggested that no more than 6 – 10 guests per students, but no official limit for December at the California Campus.
- ✓ **For family and friends not able to attend commencement, the ceremonies can be viewed via live stream.** <https://youtube.com/live/7a1Y8zGYDNq>
- ✓ **Review the commencement web pages for the most up-to-date event details:** [Commencement \(pennwest.edu\)](http://commencement.pennwest.edu)

**Congratulations, Class of 2023!**

**GRADUATE ARRIVAL / LINE-UP:**

- Prior to the ceremony, please determine and discuss a location with your family and friends to meet after the ceremony.
- You are welcome to take pictures in our Convocation Center lobby area. We will have several backdrops spread throughout this area.
- Use the restroom BEFORE checking-in!
- Please leave your valuables and any personal belongings with your family or friends prior to the ceremony, before you head to your line-up location. We cannot be responsible for your belongings.
  - If you keep your cell phone, please adhere to PennWest University proper etiquette:
    - Talking on cell phones is not permitted during the ceremony.
    - All cell phones must be in silent mode.
- **Proceed to your assigned line-up location in the Convocation Center by 9 AM.** Be on time, please. We need this time for placing graduates in the correct order for the processional.
- At your line-up location, you will be given your name card with your full name (with phonetic pronunciation, if provided) and seat number. Your seat number will correspond to your seat in the main arena during the ceremony.
- You will be lined up by degree (and concentration at the graduate degree level) and alpha order by last name for the processional.
- **IMPORTANT:** Please remember to take the name card with you to the ceremony as this is utilized by the heralds to announce your name as you cross the stage during the ceremony.

## **REGALIA:**

- ✓ The gown and hood (if applicable) should be clean and pressed.
- ✓ Your cap should be worn flat on the top of the head, with the top of the cap parallel to the floor.
- ✓ Your cap can be decorated with well-wishes, gratitude, or affiliation with sanctioned organizations.
  - Unacceptable decorations, offensive language, or inappropriate images not permitted.
- ✓ **Undergraduate Students:** (*bachelor & associate degrees*)
  - Do NOT wear any cords, stoles, or other adornments received from previous degree programs.
  - The tassel will hang on the right side of the cap.
  - Adornments to regalia may include, but are not limited to, cords, stoles, medallions, pins, and patches officially issued by the University and/or its recognized student organizations.
  - You are responsible to bring your Latin Honors stoles and/or cords with you to the ceremony. If you have not picked up your Latin Honors stoles, please contact the bookstore (guess@pennwest.edu)
- ✓ **Graduate Students:** (*doctoral & master's degrees*)
  - Do NOT wear any cords, stoles, or other adornments received from previous degree programs.
  - The tassel will hang on the left side of the cap.

- You are responsible for bringing your hood which will be formally presented during the commencement ceremony.
- You will be hooded during the ceremony. The hood should be draped over your left arm, with the colored trim against your wrist, as you enter the stage.

## **CEREMONY:**

- Graduates will process into the arena. There will be ushers (university staff volunteers) to guide students to appropriate seating area. Please stay in your line-up order.
- March in one line in order: color guard, mace, graduating students, faculty, and platform party. Follow the ushers' directions into the arena and find your proper row and seat.
- Find your seat on Friday during rehearsal (even if someone is missing and there is an empty seat). Any students listed with a yellow dot on the name card indicates that he/she needs to begin a new seating row.
- Seat numbers are attached to the back of each chair that will match your seat number on your name card. Once at your chair, remain standing in place until after the National Anthem.
- When it is time to present degrees, you will be directed to stand.
- When your degree program is called, you will be directed to begin moving up the aisle toward the stage. STOP AT THE TOP OF THE RAMP.
- When you enter the stage, please hand your name card (and degree and program cards, if assigned) to the Herald (Associate Dean) in order for your name to be read.
- When your name is called, start across stage to receive your diploma cover.
  - **Doctoral and Master's Degrees Only:**
    - Hand the hood to the Associate Dean with colors facing toward the Associate Dean.
    - Turn around facing the audience, bend at the knee, if needed, to allow the Dean to put hood over the cap.
    - Dean will tap your shoulder to let you know it is time to proceed to the stage exit.
- Ushers will guide students where to enter and exit the stage.
- As you exit the stage, a picture will be taken by a photographer.
  - GradImages® will contact graduates via their PennWest email after the ceremony with proofs for review and purchase information.
- Upon returning to your row/seat, please remain standing until your degree program is directed to be seated.
- After all attending graduates' names have been announced and all diploma covers have been handed out, you will be asked to stand (by degree level) for the degrees to be formally conferred.
  - **Undergraduate Degrees Only:** Once your degree is conferred, you will be instructed to move your tassel from the right side to the left side to signify your graduation.
- You will be directed to stand once again following special acknowledgements for the Alma Mater and will be asked to REMAIN STANDING at your seat for the recessional: color guard, platform party, faculty, then graduates. You will be directed to recess out of the arena by seating rows.

## **REMINDERS:**

- Prior to the ceremony, please determine and discuss a location with your family and friends to meet after the ceremony.
- Photo booth areas will be available in the lobby of the Convocation Center.
- DO NOT FORGET your name card to present to the herald during the ceremony.
- Your degree will be awarded two weeks after final grades are posted. You will receive a diploma cover as you process across the stage, however, your official diploma will be mailed approximately 3-5 weeks after the semester ends from an outside vendor (Parchment).

## **GUESTS:**

**TICKETS ARE NOT NEEDED** for the California Campus 2023 Fall Commencement Ceremony. Suggested that no more than 6 – 10 guests per students, but no official limit for December at the California Campus.

- All guests must use stairs or elevator to 2nd floor. Guests are not permitted on the arena floor.
- Our guests are offered parking and seating in order of arrival. Accommodations are not reserved.
- Upon arrival to the Convocation Center, **guests needing seating accommodations** are asked to please locate a staff member with a PennWest lanyard to direct them to the designated seating area. One additional guest can sit with the individual needing accommodations.
- Concessions will be available for purchase during the ceremony.
- The University Bookstore pop-up store will be available in the main lobby of the Convocation Center.
- For family and friends not able to attend the ceremony, please visit the Commencement link for the livestream and program: <https://youtube.com/live/7a1Y8zGYDNq>
- General Event Parking: Guests will be directed to park in Lot 4 (River Lot).
- Handicapped Parking: Guests with handicapped parking placards should request further direction from a uniformed officer to the designated area.
- For more information, please review the Commencement web pages.

## CONVOCATION CENTER LAYOUT:

