

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.

Please clear up all outstanding student debts (Financial Aid & Student Accounts).

COMMENCEMENT REHEARSAL FOR STUDENTS

A Commencement Rehearsal will be held for students on Thursday, December 7, at 3 PM at Marwick Boyd Auditorium. All students participating in the ceremony should plan to attend rehearsal to be fully informed and prepared for commencement day activities.

Students attending rehearsal will have the opportunity to meet in person with the herald (Associate Dean) to review the correct phonetic pronunciations of names to be announced during the ceremony.

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.

I. GRADUATES

- **Graduates need to report to the Auxiliary Gym in Tippin** ○ Doors open at 9:00 a.m. and graduates should start to arrive at that time ○ Graduates should be checked-in NO LATER than 9:30 a.m.
- **Regalia: 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 (mboozzer@pennwest.edu). ○ 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.
- **Bachelor & Associate degree students:** ○ 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)

- **Doctoral & Master degree students:**
 - Graduates are asked not to wear any cords and stoles received from one's bachelor's degree. The hood is presented during the commencement ceremony as the student's regalia.
 - The tassel will hang on the left side of the cap.
 - 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.

Graduate Arrival:

- You are welcome to take pictures. We will have several backdrops spread throughout this area.
- Use the restroom BEFORE checking-in!
- Give your jacket, purse, cell phone, etc. to your guests in the lobby so you do not have to juggle them during the ceremony.
 - 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.
- Graduates must report to the Auxiliary Gym in Tippin at 9:00 AM. Graduates should arrive no later than 9:30 AM.. Please use the glass doors labeled "Graduate Entrance," which is located next to the eagle statue.
- At check-in graduates will be given a Name Card. Please remain in the gym and wait for further instructions. We will announce when it is time to get in your spot for the processional line-up.
- You will be lined up by level (doctorate, masters, bachelors, associate), degree, and alphabetical order by last name.
- Please remember to take the Name Card with you as this is utilized to identify you during the ceremony.

Ceremony:

- Graduates will process into the Marwick Boyd Auditorium from Tippin. There will be Marshals to guide students to appropriate seating area. **Please stay in order.**
- When you enter the stage, please hand your Name Card to the Herald (Associate Dean) in order for your name to be read.
 - **Doctoral and Master 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.
 - Cross the stage to accept your diploma.
 - Marshals will be on the floor to guide students where to enter and exit the stage.
 - As you exit the stage a picture will be taken by a photographer.
 - Photographers from GradImages will contact graduates via their PennWest email about a week after the ceremony with proofs for review and purchase.

- Undergraduate students who have earned a Latin Honor stole, an Associate's Degree with Distinction cord, or an Honors Program Graduate item will be recognized towards the beginning of the ceremony. If you are graduating with an honor, listen for your group to be announced and stand to be recognized.
- Upon returning to your row/seat, please remain standing until all students within your row have returned. The entire row will sit down as a group.
- **Undergraduate Students** – after all degrees are conferred and you are back to your seats, you will be asked to stand, and you will be instructed to move your tassel from the right side to the left side to signify your graduation.
- Once the ceremony is complete, Marshals will direct students to process out of the auditorium.

*Please note: Your degree will be awarded 2 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.

II. GUESTS

- A reminder for **December 2023 Commencement** **tickets are needed to attend at Clarion** only due to the **smaller size of the venue**. All guests must have a TICKET to attend the commencement ceremony. (Exception: children that do not need a seat do not need a ticket.)
 - Students may pick up tickets in the Registrar's office, 148 Becht Hall, between 9:00 a.m. and 4:00 p.m., Monday through Friday, beginning Monday, November 20. □ **Photo I.D. is required.**
 - Tickets can also be held at will-call for guests in the Gemmel Student Center.
- **Guests needing accommodations** please find a staff member with a blue lanyard to show you to the seating area.
- Marwick-Boyd has auditorium-style seating. There are a limited number of seats for family members who have wheelchairs, and seating may not be available near other family members. Space for wheelchairs is located at the back of the auditorium behind regular seating.
- Concessions will be available for purchase during the ceremony.
- The Bookstore will be available from 8am-1pm.
- For family and friends not able to attend commencement, please visit the Commencement link for the livestream and program. (The link will update the day of the ceremony).
- All guests not requiring special accommodation are asked to park in **Lot 11** (across from Greenville Avenue from Tippin Gymnasium), **Lot 12** (behind Marwick Boyd Fine Arts Center) or **Lot 14 & 16** (next to the Rec Center). There will be designated handicap parking section in **Lot 12** near Marwick Boyd. (Marwick Boyd Auditorium is located in the bottom right corner of the campus map.) For more information review the Commencement webpage.

We kindly request, that at the conclusion of the ceremony recession, please proceed to your next location to continue your celebration. This will ensure quick turnaround for the venue and to avoid crowding in the facility.

[Commencement \(pennwest.edu\)](http://pennwest.edu)