

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)

☐ **Morning of Commencement – for Graduates**

- **Graduates need to report to *McComb Fieldhouse for line-up* ****
 - **Doors open at *9:00 a.m.***
 - **Graduates MUST be checked-in by *9:15 - 9:45AM* at the latest**
- **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 (klong@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 (klong@pennwest.edu)
- **Master's 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 in the **Pogue Student Center before and following the ceremony. We will have several backdrops spread throughout this area. MacCato will also be present for photographs.**
- 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.
- Proceed to the check-in at **Gym A via the east stairwell or elevator.** **
- At check-in graduates will be given a Name Card. Please proceed as instructed to your spot for the processional line-up.
- You will be lined up by degree and alpha 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 **McComb Fieldhouse** from **the Pogue Student Center, Gym A ****. There will be Marshals to guide students to appropriate seating area. **Please stay in order.**
- **The marshal will indicate when your row should stand and process to the stage, please stand as a group and stay in order as you approach the stage.**
- **Your photograph will be taken PRIOR to your hooding/degree being handed to you. Please follow the instructions of the staff provided to keep the line moving swiftly and accurately.**
 - Professional photographers will contact graduates via their [PennWest email](#) about a week after the ceremony with proofs for review and purchase.
- When you enter the stage, please hand your Name Card to the Herald (Associate Dean) in order for your name to be read.
 - **Master's 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.
- 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 arena.

*Please note: Your degree will be conferred 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.

❏ **Guests:**

- A reminder for **December 2023 Commencement at Edinboro, tickets are not required, but we kindly ask that you limit your guests to eight (8).**
- The lobby will be cleared at 9:55 a.m. for the procession. Guests are to be in their seats by 9:55 a.m. to get the best photos of you entering McComb gymnasium.
- **Guests needing accommodations** please find a staff member with a blue lanyard to show you to the seating area. One additional guest can sit with the individual needing accommodations.
- Concessions will be available for purchase during the ceremony.
- The Bookstore will be available from **8am-3pm in McComb and in the Pogue Student Center.**
- For family and friends not able to attend commencement, please visit the Commencement link for the livestream and program.

<https://www.youtube.com/@EdinboroNow/streams>



- All guests should park in **-The McComb Parking lot, across from the main entrance. Parking passes are not needed.** For more information review the Commencement webpage.

We kindly request, that at the conclusion of the ceremony recession, please proceed to the lobby and other university locations (pictures at the Fighting Scot plaza, Pogue Student Center, and other locations to continue your celebration. We hope you enjoy your day, and your successful achievement!

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

**** Inclement Weather Plan:** Please report to the lower level of McComb Fieldhouse via the door off the south entrance (near the training room). More information will be provided at that time. Inclement Weather call will be made Friday, December 8th – so it is imperative you attend rehearsal to determine your placement for procession.

COMMENCEMENT REHEARSAL FOR STUDENTS

A Commencement Rehearsal will be held for students on Friday, December 8, at 1 PM at the McComb Field House. 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.