**CONGRATULATIONS** on your upcoming graduation. The University hopes you will participate in your commencement ceremony as a celebration of your accomplishments. The commencement ceremony is a joyous occasion for you, your friends and family, and for the University community as a whole.

School of Law candidates will find degree audit and commencement information at washburnlaw.edu/commencement. For questions about the completion of graduation requirements, contact Donna Haverkamp (donna.haverkamp@washburn.edu or 785-670-1661) and for questions relating to the ceremony, regalia, and other commencement events, contact Gwyn Nelson (gwyn.nelson@washburn.edu or 785-670-2460).

**FALL COMMENCEMENT**

**FRIDAY, DECEMBER 12, 2014**

6:30 p.m.

Lee Arena

Petro Allied Health Center

- College of Arts & Sciences
- School of Applied Studies
- School of Business
- School of Nursing
- School of Law

The ceremony is scheduled to last approximately 2 hours.

- **LATIN HONOR CORDS** (BACHELOR’S degrees only)
  Latin Honor Cords (Summa Cum Laude, Magna Cum Laude, Cum Laude) are distributed when you pick up your name card the evening of the ceremony in Petro 125. If you are receiving Latin Honors, this will be noted on your name card. Honor cords are worn around the neck with the tassel in front.

**APPLICATION FOR GRADUATION**

(Undergraduate and Master’s)

Fall 2014 candidates may participate in the Fall Commencement ceremony. To be eligible to walk, you must have a completed and approved Application for Graduation on file in the University Registrar’s Office. The deadline for filing an Application for Graduation was September 5, 2014. It is your responsibility to see that all the necessary paperwork is completed in a timely manner. Your name will not appear in the Commencement Program if you do not file an Application for Graduation. Application for Graduation questions should be directed to audits@washburn.edu.

**REQUESTING AN EXCEPTION TO PARTICIPATE IN THE SPRING 2015 CEREMONY:** Fall undergraduate and master’s graduates who wish to request an exception to walk in the May 2015 ceremonies – send a request to cj.crawford@washburn.edu and include WIN, name (as it is to appear in the printed program), degree, mailing address (for after December), personal email address, and reason for requesting an exception. The request will be reviewed and responded to as quickly as possible. Written requests can also be sent to Academic Scheduling and Commencement Services, Washburn University, 1700 SW College, Topeka, KS 66621.

**ACCESSIBILITY CONCERNS**

See page 3 for information about Accessible Parking/Seating for Commencement.

**Tickets**

Tickets are NOT required for the commencement ceremony. Seating is open and on a first-come, first-served basis.

**Family & Guests**

Family and guests are asked to arrive no earlier than one hour before the ceremony and to use the southeast entrance to proceed directly to Lee Arena. Seating is open so early arrival guarantees the best seating.

**Academic Regalia**

All candidates for graduation are responsible for purchasing their own cap and gown from the Ichabod Shop. In addition, master’s candidates are responsible for purchasing the hood.

**Master’s Degree Candidates**

Ordering information is online at ichabodshop.com. Your cap, gown, and hood (academic regalia) must be pre-ordered online or in person through the Ichabod Shop on or before October 31, 2014 (additional shipping charges will apply after this date).

**Undergraduate Candidates**

Caps and gowns (academic regalia) may be purchased and picked up at the Ichabod Shop on or after November 11, 2014 (academic regalia is not pre-ordered). Please purchase your regalia prior to December 5, 2014. Questions should be directed to the Ichabod Shop at 785-670-2665 or ichabodshop.com.
PROFESSIONAL PHOTOGRAPHER
During the ceremony, photographs will be taken by a professional photographer. Photo proofs and instructions for ordering will be provided via email from the photographer.

IMPORTANT: To receive $5 off orders of $25 or more, go to gradimages.com and click on Pre-Event Email Registration to register your permanent email and up to 6 emails of loved ones! A link to this site is also located at washburn.edu/commencement.

If you have questions, please contact Gradimages, service@gradimages.com or P.O. Box 182829, Tallahassee, FL 32318, 800-261-2576. Please do not contact the Vice President for Academic Affairs Office.

DIPLOMAS (Undergraduates and Master's)
Diplomas for fall graduates may be picked up in the Student Service Center (Morgan Hall 152) during regular business hours approximately two months following Commencement. Photo identification must be presented to obtain your diploma. Students may have diplomas mailed by completing the diploma-mailing request form in the Student Service Center. The fee for mailing an undergraduate or master's diploma is $5.00 if mailed to a U.S. address and $10.00 if mailed to an address outside of the United States. Diplomas are not issued if the student has outstanding financial obligations to the University.

TRANSCRIPTS (Undergraduates and Master's)
Students may learn of the different requesting options at washburn.edu/registrar. Select “Transcript Request” and follow the instructions. Students wishing to order transcripts in person may fill out a Transcript Request Form in the Student Service Center (Morgan Hall 152). The cost is $8.00 per transcript. Be certain to mark “Hold for Degree Statement” if you wish to have that information on your transcript. If you request a transcript before the posting of degrees and that category is not marked, it will be processed without your degree. When requesting a transcript by mail, please provide your printed name, your signature, your student identification number (WIN) or Social Security Number (SSN), dates of attendance, the number of copies requested, the mailing address for each copy, and $8.00 per copy. Transcripts will not be provided for students with financial and other unmet obligations to the University. If you have any questions regarding transcript requests, you may call (785) 670-1078.

ADDITIONAL INFORMATION AND INSTRUCTIONS REGARDING THE COMMENCEMENT CEREMONY WILL BE MAILED ON OR ABOUT NOVEMBER 7, 2014 TO ALL UNDERGRADUATE AND MASTER'S CANDIDATES WHO HAVE FILED THEIR APPLICATION FOR GRADUATION AND HAVE RECEIVED CLEARANCE TO WALK IN THE CEREMONY.

MAKE SURE YOUR ADDRESS IS CORRECT IN MyWASHBURN!
Log in to MyWashburn (my.washburn.edu)
Select the Student Academics Tab
Select Update Your Address Information under "University Registrar Links" in the Registration and Academic Information box

FOR ADDITIONAL DETAILS AND UPDATES VISIT OUR WEB SITE AT washburn.edu/commencement
(School of Law candidates go to washburnlaw.edu/commencement)

Please contact the following for specific questions regarding Undergraduate or Master's degrees:

ACADEMIC RECORD
(Processing of Application for Degree and Latin Honors)
University Registrar's Office
audits@washburn.edu
785-670-1584 or 1578

RINGS, CAPS AND GOWNS,
ANNOUNCEMENTS
Ichabod Shop
ichabodshop.com
785-670-2665

COMMENCEMENT
CEREMONY ONLY
Academic Scheduling & Commencement Services Office
washburn.edu/commencement or cj.crawford@washburn.edu
785-670-1310

WTE MEDALLIONS
(MUST BE PICKED UP NO LATER THAN DECEMBER 11)
Community Service – Benton Hall 405
International Education – International House
Leadership – Benton Hall 408
Scholarly or Creative – Henderson Hall 211
(785) 670-1950
(785) 670-1051
(785) 670-2001
(785) 670-1566
ACCESSIBLE PARKING/SEATING FOR COMMENCEMENT

The accessible entrance to Lee Arena in Petro Allied Health Center is on the south side of the building at ground level with no stairs. The majority of the designated parking for persons with disabilities is located in Lot 5 just south of Petro and the tennis courts. A few additional handicapped parking spots are available at the south end of the parking lot to the east of Petro (Lot 4).

There is a ground-level curbside entrance to Petro on the east side of the building toward the south end (designated as both student and family/guests entrance). However, once inside Petro, there are four to five steps down to the lobby before entering Lee Arena.

All seating is on a first-come, first-served basis so it is suggested family and guests arrive between 45 to 60 minutes prior to the start of the ceremony.

Guests needing accessible seating in Lee Arena:
- Best accessible seating is immediately behind where the graduates are seated on the floor of Lee Arena. Space is designated for persons needing accessible seating along with family members or others wishing to join them.
- Accessible seating is also available on the east side of the arena in the first two rows of chair back seats (all the way from south to north) AND the first row of bleachers on the west side (except for the most northern section). Seating in these areas is limited to the guest with special needs and one family member or friend.
- Additional seating for family members or friends is located after the second row of chair backs and the first row of bleachers, which requires walking up steps.
- A wheelchair will be available at the First Aid table located just inside the southeast entrance to Petro. This may be used for short-term needs (transporting from vehicle to Lee Arena seating and vice versa).

Assistance for the Graduate:
Graduates with disabilities needing assistance in their commencement ceremony should contact the Student Services Office (information below) at least two weeks prior to their ceremony. Jeanne Kessler will be glad to do a walk-through (by appointment) with the graduate the day before commencement. She will review the process for student line-up, processional into Lee Arena, sitting with the degree group, crossing the stage, and the recessional. Please set up a time by emailing or calling (information below).

Please let Jeanne Kessler know if you have any other questions or concerns.

Congratulations on your upcoming graduation!

Jeanne Kessler
Director, Student Services
Washburn University
785-670-1629
student-services@washburn.edu