

FALL 2009
COMMENCEMENT
(UNDERGRADUATE, MASTERS, AND SCHOOL OF LAW)
DECEMBER 11, 2009
6:30 P.M.
LEE ARENA ~ PETRO ALLIED HEALTH CENTER

TO DO

APPLICATION FOR DEGREE (UNDERGRADUATE AND MASTERS)

DEADLINE: SEPTEMBER 4, 2009

Fall 2009 candidates may participate in the Fall Commencement ceremony.

Bachelor and Associate Degree candidates who expect to complete their degree requirements must submit their *Application for Degree* to the University Registrar's Office **on or before** the **September 4, 2009** deadline.

Master Degree candidates should check with their respective program director to determine if degree requirements have been met, and must also have their *Application for Degree* on file with the University Registrar's Office **by September 4, 2009**.

IMPORTANT: An application must be on file for the fall commencement ceremony or a candidate's name will not appear in the program. **It is the candidate's responsibility to see that all the necessary paperwork is completed in a timely manner.**

School of Law fall candidates will find degree audit and commencement information at www.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 Elizabeth Fischer (elizabeth.fischer@washburn.edu or 785/670-1872).

NOTE: Fall Undergraduate and Master candidates who wish to walk in the May 2010 ceremony – send a request to cj.crawford@washburn.edu and include **name** (as it is to appear in the printed program), **degree**, and **WIN**. 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.

CAP AND GOWN (Regalia) – UNDERGRADUATE AND MASTERS

MASTER DEGREE CANDIDATES: Ordering information will be online at www.washburnbookstore.com by September 15, 2009. Your cap, gown, and hood (academic regalia) must be **pre-ordered online, by phone (785/670-2665), or in person by October 23, 2009 (additional shipping charges will apply after this date).**

BACHELOR AND ASSOCIATE DEGREE CANDIDATES (does not include School of Nursing):

Cap and gown (academic regalia) may be purchased and picked up in the Washburn University Bookstore **on or after November 17, 2009** (academic regalia is **not** pre-ordered). **Please pick up your regalia prior to December 4, 2009.**

SCHOOL OF NURSING CANDIDATES: Ordering information will be online at www.washburnbookstore.com by September 15, 2009. Your cap and gown (academic regalia) must be **pre-ordered online, by phone (785/670-2665), or in person by October 23, 2009 (additional shipping charges will apply after this date).** Please contact Adrienne Johnson in the University Bookstore if you have questions.

Questions regarding Academic Regalia, Announcements, and Rings should be directed to the Bookstore at 785/670-2665 or www.washburnbookstore.com.

◆ **ACCESSIBILITY CONCERNS** ◆

Persons with disabilities needing assistance in the Commencement ceremony should contact Jeanne Kessler, Student Services, 785/670-1629, or student-services@washburn.edu **at least two (2) weeks prior** to the ceremony.

LATIN HONORS (Bachelor degrees only)

Candidates for degree will receive an email sometime between mid-September through mid-November, sent by the auditors in the University Registrar's Office to their MyWashburn account, indicating their projected Latin Honors. University policy is to use the lower of either the overall grade point average or the Washburn only GPA in calculating Latin Honors. ***Any concerns about Latin Honors must be addressed before the evening of the Commencement ceremony.*** Issues regarding Latin Honors will not be addressed when candidates pick up their name cards prior to the ceremony. If you do not receive an email by mid-November, or if you have any questions, please contact the Degree Auditors at audits@washburn.edu. 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. **LATIN HONOR CORDS DO NOT APPLY AND WILL NOT BE DISTRIBUTED TO CANDIDATES RECEIVING ASSOCIATE OR MASTER DEGREES.**

WTE MEDALLIONS (Bachelor degrees only)

Candidates who have completed at least one of the four transformational experiences can pick up a medallion the evening of the ceremony when they pick up their name card. A candidate's name MUST be on the list to receive a medallion.

REQUESTING A TRANSCRIPT (Undergraduate and Master degrees)

Students wishing to order transcripts should fill out a *Transcript Request Form* in the University Registrar's Office. The cost is \$3.00 per transcript. **Be certain to mark "Hold for Degree Statement"** if you wish your degree to appear 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 (SSN), dates of attendance, the number of copies requested, the mailing address for each copy, and \$3.00 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.

OBTAINING A DIPLOMA (Undergraduate and Master degrees)

Diplomas may be picked up in the University Registrar's Office, Morgan Hall 115, during regular business hours. Fall 2009 graduates may pick up their diplomas 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 University Registrar's Office. The fee for mailing a diploma is \$5.00 if mailed to a U.S. address, and \$10.00 if mailed to a location outside of the United States. Diplomas are not issued if the student has outstanding financial obligations to the University.

**ADDITIONAL INFORMATION AND INSTRUCTIONS
REGARDING THE COMMENCEMENT CEREMONY WILL BE
MAILED ON OR ABOUT **NOVEMBER 13, 2009**
TO ALL TO ASSOCIATE, BACHELOR, AND MASTER DEGREE CANDIDATES
WHO HAVE FILED THEIR APPLICATION FOR DEGREE.**

MAKE SURE YOUR ADDRESS IS CORRECT IN MyWASHBURN!

Log in to **MyWashburn** (my.washburn.edu)

Select the **Student Tab** at the top of the page

Select **Update Your Address Information** under "Tuition and Fees, Payments, Student Account Information"

Go to www.washburn.edu/commencement for additional details and updates
(School of Law candidates go to www.washburnlaw.edu/commencement)