



# Commencement Information

## Fall 2009

CONGRATULATIONS on your pending 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 [www.washburnlaw.edu/commencement](http://www.washburnlaw.edu/commencement). For questions about the completion of graduation requirements, contact Donna Haverkamp ([donna.haverkamp@washburn.edu](mailto: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](mailto:elizabeth.fischer@washburn.edu) or 785/670-1872).

### SCHEDULE OF EVENTS

**FRIDAY, DECEMBER 11, 2009**

**6:30 p.m. Commencement**

*Lee Arena*

*Petro Allied Health Center*

**Undergraduate & Graduate**

College of Arts & Sciences

School of Applied Studies

School of Business

School of Nursing

School of Law

### THE DAY OF THE CEREMONY

(School of Law candidates go to [www.washburnlaw.edu/commencement](http://www.washburnlaw.edu/commencement).)

- ❖ There will **NOT** be a rehearsal for the ceremony.
- ❖ Arrive **approximately 45 minutes to one hour prior** to the beginning of the ceremony. Report to **Petro 125** (lower level of Petro Allied Health Center next to Lee Arena on the southeast end) to **pick up your name card** at the table appropriate to your school or college.
- ❖ The ceremony is scheduled to last **approximately 2 hours**.
- ❖ **LATIN HONOR CORDS** (BACHELOR 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 (lower level of Petro Allied Health Center next to Lee Arena on the southeast end) **the evening of the ceremony**. **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.**

**IMPORTANT:** *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 in Petro 125 prior to the ceremony.** If you have not received an email by mid-November, or if you have any questions, please **contact the Degree Auditors at [audits@washburn.edu](mailto:audits@washburn.edu)**. **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** in Petro 125 (lower level of Petro Allied Health Center next to Lee Arena on the southeast end). **A candidate's name MUST be on the list to receive a medallion.**

### ACCESSIBILITY CONCERNS

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

### TICKETS

Tickets are **NOT** required for commencement. 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 **proceed directly to Lee Arena**. Seating is open so early arrival guarantees the best seating.

### APPLICATION FOR DEGREE

(Undergraduate and Masters)

Fall 2009 candidates may participate in the Fall Commencement ceremony. **To be eligible to walk**, you must have a **completed and approved Application for Degree on file in the University Registrar's Office**. The **deadline** for filing an Application for Degree was **September 4, 2009**. 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 Degree. Application for Degree questions should be directed to [audits@washburn.edu](mailto:audits@washburn.edu).

**NOTE:** Fall Undergraduate and Master candidates who wish to walk in the May 2010 ceremony must send a request to [cj.crawford@washburn.edu](mailto: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.

**Commencement is not a certification of graduation**, but rather a ceremony that celebrates your academic achievements. You must satisfy all of your degree requirements before you officially *graduate* and receive your diploma.

### ACADEMIC REGALIA (Cap & Gown)

THE COMMENCEMENT CEREMONIES ARE ACADEMIC CEREMONIES  
ALL PARTICIPANTS MUST WEAR TRADITIONAL ACADEMIC REGALIA.

#### MASTER DEGREE CANDIDATES

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

#### ASSOCIATE AND BACHELOR DEGREE CANDIDATES

(Does not include School of Nursing)

Caps and gowns (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 is online at [www.washburnbookstore.com](http://www.washburnbookstore.com). Your cap and gown (academic regalia) must be **pre-ordered either online, by phone (785/670-2665), or in person** through the University Bookstore **by October 23, 2009 (additional shipping charges will apply after this date)**. Please contact Adrienne Johnson in the University Bookstore if you have questions.

All candidates for graduation are responsible for purchasing their own cap and gown from the University Bookstore. In addition, Master's candidates are responsible for purchasing their hood.

Questions should be directed to the bookstore at 785/670-BOOK (2665) or [www.washburnbookstore.com](http://www.washburnbookstore.com).

## PROFESSIONAL PHOTOGRAPHER

During the ceremony, photographs will be taken by a professional photographer. Photo samples and instructions for ordering will be provided via email from the photographer.

**IMPORTANT:** To receive \$5 off orders of \$25 or more, go to [www.gradimages.com](http://www.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 [www.washburn.edu/commencement](http://www.washburn.edu/commencement) on the Photographer page.

If you have questions, please contact **Chappell Studio**, P.O. Box 1029, Fairfield, IA 52556, 800/247-3435. **Please do not contact the Vice President for Academic Affairs Office.**

### ADDITIONAL INFORMATION AND INSTRUCTIONS REGARDING THE COMMENCEMENT CEREMONY WILL BE MAILED ON OR ABOUT **NOVEMBER 13, 2009** TO ALL UNDERGRADUATE AND MASTER 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"

#### **DIPLOMAS (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.

#### **TRANSCRIPTS (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.

**Questions? Go to [www.washburn.edu/commencement](http://www.washburn.edu/commencement)**  
(School of Law candidates go to [www.washburnlaw.edu/commencement](http://www.washburnlaw.edu/commencement))

**OR**

#### **Contact the appropriate area:**

ACADEMIC RECORD/APPLICATION FOR DEGREE	University Registrar's Office <a href="mailto:audits@washburn.edu">audits@washburn.edu</a>	785/670-1074
REGALIA, ANNOUNCEMENTS, RINGS	University Bookstore <a href="http://www.washburnbookstore.com">www.washburnbookstore.com</a>	785/670-2665
COMMENCEMENT CEREMONY ONLY	Academic Scheduling and Commencement Services Office <a href="http://www.washburn.edu/commencement">www.washburn.edu/commencement</a> <a href="mailto:cj.crawford@washburn.edu">cj.crawford@washburn.edu</a>	785/670-1310
SCHOOL OF LAW <a href="http://www.washburnlaw.edu/commencement">www.washburnlaw.edu/commencement</a>		
Graduation Requirements	Donna Haverkamp <a href="mailto:donna.haverkamp@washburn.edu">donna.haverkamp@washburn.edu</a>	785/670-1661
Ceremony, regalia, and other events	Elizabeth Fischer <a href="mailto:elizabeth.fischer@washburn.edu">elizabeth.fischer@washburn.edu</a>	785/670-1872