

WASHBURN UNIVERSITY

Fall 2009

COMMENCEMENT CEREMONY INSTRUCTIONS

~ MASTER, BACHELOR, AND ASSOCIATE CANDIDATES ~

School of Law 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).

6:30 PM

DECEMBER 11, 2009

LEE ARENA, Petro Allied Health Center

Receipt of this information and participation in Commencement is not a certification of graduation. Your *APPLICATION FOR DEGREE* has been filed with the University Registrar's Office and you may have met the qualifications to participate in Commencement, a ceremony that celebrates your academic achievements. It is your responsibility to satisfy all your degree requirements before you officially graduate and receive your diploma.

PLEASE DO NOT LOSE THESE INSTRUCTIONS.

THIS IS THE FINAL INFORMATION YOU WILL RECEIVE.

Information can also be found at www.washburn.edu/commencement

ACCESSIBILITY CONCERNS

Candidates, family members, or guests with disabilities who need assistance before, during, or after the Commencement ceremony should contact Student Services, (785) 670-1629, or student-services@washburn.edu by **Monday, November 30, 2009** to discuss arrangements.

Seating for Guests with Disabilities

Designated seating areas will be reserved for persons with disabilities. *Seating will be limited to the guest with special needs and one other family member or friend.*

FAMILY & GUESTS

Approximately 300 graduates will participate in the Commencement ceremony. So that the ceremony will remain a pleasant memory for **all** participants, candidates, family members, and guests, **please remain seated until the entire ceremony is completed.** The ceremony will be considered over after all graduates have recessed from the ceremony area.

Tickets – Tickets are **NOT** required. Seating is open and is available on a first-come, first-served basis. Family members and guests are asked to arrive **no earlier than one hour before the ceremony** and **proceed directly to Lee Arena.** *Family and guests are asked to enter by the southeast door leading directly into Lee Arena.*

Photos – Family members and guests wishing to take pictures or videos of candidates may do so **only** from one of the areas designated for this purpose.

PARKING

Parking is free and is available in the parking lot directly east of Lee Arena. When this lot is full, campus police will direct you to additional parking. The majority of the designated parking for persons with disabilities will be located at the south end of the parking lot to the east of Petro.

PROFESSIONAL PHOTOGRAPHER

Two (2) pictures will be taken of each graduate – the first will be of the graduate receiving his/her diploma cover, and the second will be a portrait-style photograph as the graduate leaves the stage. You will receive notice from the photographer via email that your proofs are ready for viewing electronically along with instructions for ordering. **IMPORTANT:** To ensure that you receive notice when your proofs are ready, graduates **must** go to www.gradimages.com, click on **Pre-Event Email Registration** and register your permanent email address (see flyer included with this information). There is no obligation to purchase photos; however, if you register your email address prior to the ceremony, you will receive \$5 off orders of \$25 or more. A link to this site is also located at www.washburn.edu/commencement on the Photographer page. If you have questions, please contact **Gradimages** at (800) 261-2576 or go to www.gradimages.com and select the Customer Service link. **PLEASE DO NOT CONTACT THE VICE PRESIDENT FOR ACADEMIC AFFAIRS OFFICE or the ACADEMIC AND COMMUNITY EVENTS SCHEDULING OFFICE.**

~ CEREMONY INSTRUCTIONS ON REVERSE ~

There will NOT be a rehearsal prior to the ceremony. The ceremony is scheduled to last approximately two (2) hours.

LATIN HONORS (Summa Cum Laude, Magna Cum Laude, Cum Laude) – 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 the student's MyWashburn account indicating their projected 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 do not receive an email by mid-November, or if you have any questions, please contact the Degree Auditors at audits@washburn.edu. **Cords for Latin Honors will be distributed at the honor cords table in Petro 125 and the Latin Honors will be noted on your name card.** Honor cords are worn around the neck with the tassels in front. **LATIN HONOR CORDS DO NOT APPLY AND WILL NOT BE DISTRIBUTED TO CANDIDATES RECEIVING ASSOCIATE OR MASTER DEGREES.**

BEFORE THE CEREMONY

- * **PETRO 202 (located at the northwest end of the second floor) is a secured room for leaving your personal effects.**
- * Please arrive no earlier than one hour and no later than forty-five (45) minutes prior to the beginning of the ceremony.
- * **Proceed to PETRO 125** (in the lower level of Petro Allied Health Center – see attached) to pick up your name card at the table appropriate to your school or college.
- * If you are to receive Latin Honors and/or have completed a WTE and are to receive a medallion, these can be picked up at the appropriate table in Petro 125 after you pick up your name card. Latin Honors must be listed on your name card and your name must be on the list to receive a WTE medallion. If you have questions about Latin Honors, see the paragraph at the top of this page. If you have questions about the WTE medallion, check with your advisor prior to the ceremony to ensure all required information has been submitted to the appropriate WTE director.
- * After leaving Petro 125, proceed to and line up behind the standard/sign indicating your degree in one of the hallways in the lower level of Petro. **NOTE:** If you are receiving more than one degree, you will need to decide with which group you want to march. **You will cross the stage only once.**
- * You must report to the assembly area robed and ready to participate in the processional. **ACADEMIC REGALIA (Cap, Gown and Tassel) IS REQUIRED TO PARTICIPATE IN THE COMMENCEMENT CEREMONY – Master candidates will also need their hood.**
- * Faculty Assistant Marshals will be present to aid you in lining up alphabetically and to answer any questions.
- * Wear your cap (mortarboard) with the **tassel to the front and right**. The mortarboard is to sit **flat on top of your head**, not on the back of the head. **MEN**, your cap is removed or replaced corresponding to the actions of the President.
- ☉ **MASTER CANDIDATES ONLY – Carry your hood over your left arm.**

DURING THE CEREMONY

- * An Associate Marshal will direct you to the correct seating. **Please follow the Marshal's instructions.**
- * When your degree is called, candidates for graduation will stand for the conferring of degrees. The president will direct graduates when to move the tassel on your cap to the front left.
- * Have the card with your name on it readily available. If you have a difficult name to pronounce, please write it phonetically on the card so the reader can pronounce it correctly. Do not write anything other than your name on the card – it will not be read.
- * Candidates will proceed as directed by the Associate Marshals to the platform to receive your diploma cover. The Marshal will indicate when your group is to go forward.
- * Walk up the ramp, PAUSE at the microphone, and hand your name card to the Faculty Reader. If you are receiving honors, wait until these are read before proceeding across the stage.
- * Proceed across the stage to receive your diploma cover. Candidates will exit on the opposite side of the stage where your portrait will be taken.
- ☉ **MASTER CANDIDATES ONLY – after your name is read, proceed to your department's assigned faculty members and hand them your hood. After your hood is in place, proceed as above.**
- * Return to your seat per the Marshal's instructions. **It is very important that you return to the same side of the aisle where you were originally seated to avoid problems and delays in the ceremony.** Upon returning to your row, please **remain standing until the Marshal indicates for your row to be seated.** You are expected to remain in your seat until the graduation ceremony is over and you are instructed to stand by one of the Associate Marshals.

DIPLOMAS

Diplomas for fall graduates will be available in the University Registrar's Office (Morgan Hall 115) during normal 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 card 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 an overseas address. Diplomas are not issued if the student has outstanding financial obligations to the University. Additional information and online request forms can be found at www.washburn.edu/commencement/diplomas.html.

Please contact the following for specific questions:

ACADEMIC RECORD
(Processing of Application for Degree
and Latin Honors)

University Registrar's Office
audits@washburn.edu

(785) 670-1584 or 1579

COMMENCEMENT
CEREMONY ONLY

Academic Scheduling & Commencement Services Office
www.washburn.edu/commencement or cj.crawford@washburn.edu

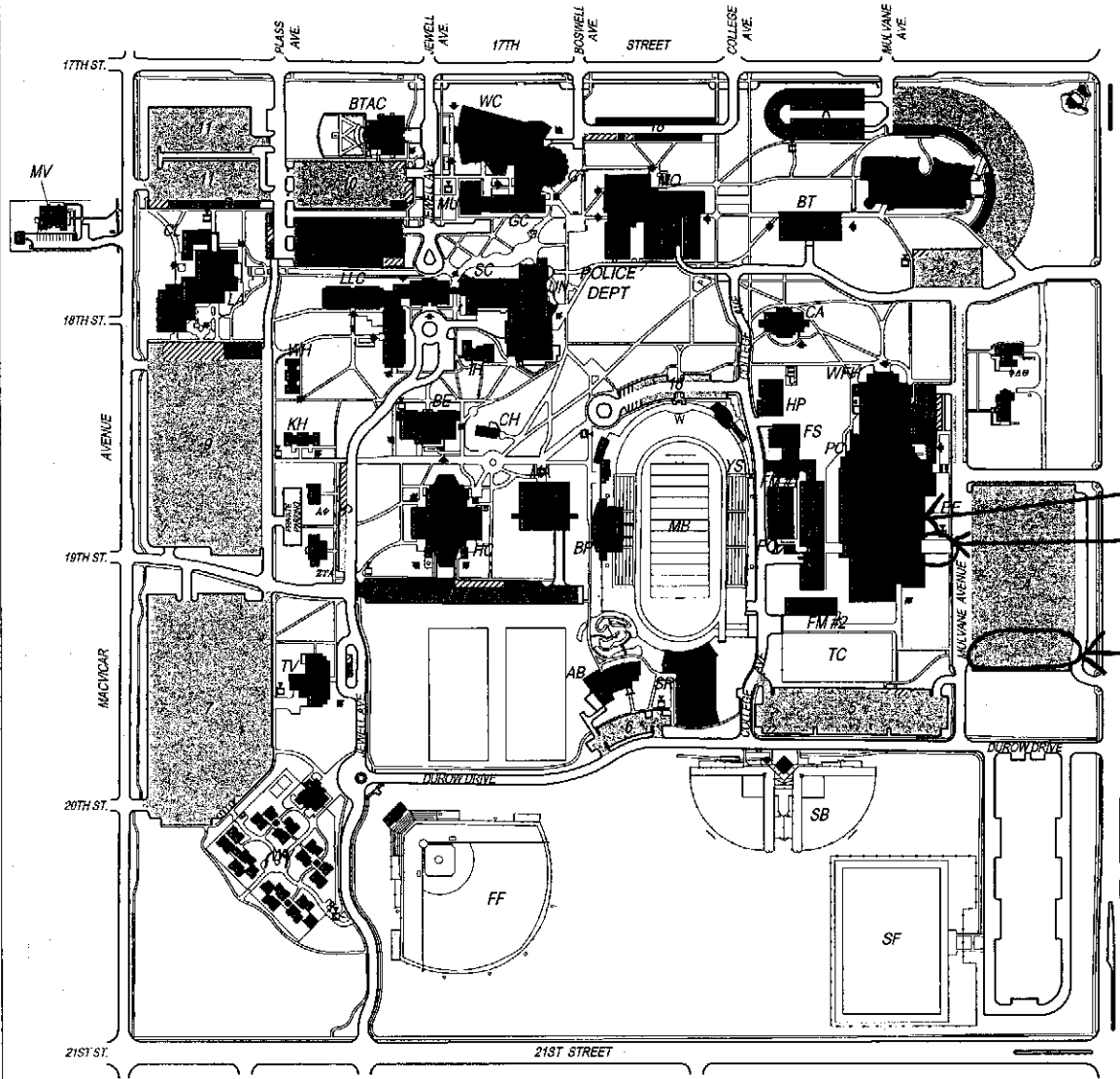
(785) 670-1310

RINGS, CAPS AND GOWNS,
ANNOUNCEMENTS

University Bookstore
www.washburnbookstore.com

(785) 670-1049

WASHBURN UNIVERSITY CAMPUS



BUILDING LEGEND

- AB ART BUILDING
- BE BENTON HALL
- BP BIANCHINO PAVILION
- BT BENNETT COMPUTER CENTER
- BTAC BRADBURY THOMPSON ALUMNI CENTER
- CA CARNEGIE HALL
- CH CAROLE CHAPEL
- CL LAW CLINIC
- FF FALLEY FIELD
- FM FACILITIES MAINTENANCE BUILDING
- FS FACILITIES SERVICES
- GC GARVEY FINE ARTS CENTER
- GT ANDREW J & GEORGIA NEESE GRAY THEATRE
- HC HENDERSON LEARNING RESOURCES CENTER
- HP HEAT PLANT
- IH INTERNATIONAL HOUSE
- KH KUEHNE HALL
- LA LAW SCHOOL
- LEE LEE ARENA
- LLC LIVING LEARNING CENTER
- MA MABEE LIBRARY
- MB MOORE BOWL
- MO MORGAN HALL
- MU MULLANE ART MUSEUM
- MV WASHBURN ENDOWMENT ASSOCIATION
- PC PETRO ALLIED HEALTH CENTER
- PO POST OFFICE
- SB SOFTBALL FIELDS
- SC STALLER COMMONS FOOD COURT
- SF SOCCER FIELD
- SR STUDENT RECREATION & WELLNESS CENTER
- ST STOFFER SCIENCE HALL
- TC TENNIS COURTS
- TV KTWU TELEVISION STUDIO
- UN MEMORIAL UNION
- WC WHITE CONCERT HALL
- WFH WHITING FIELD HOUSE
- WH WEST HALL
- WV WASHBURN VILLAGE
- YS YAGER STADIUM

LEGEND

- EXISTING BUILDING
- ACCESSIBLE PARKING
- UNRESTRICTED PARKING
- RESTRICTED PARKING
- ACCESSIBLE ENTRANCE
- LOCATION OF HELP PHONES

REVISIONS: 08/07

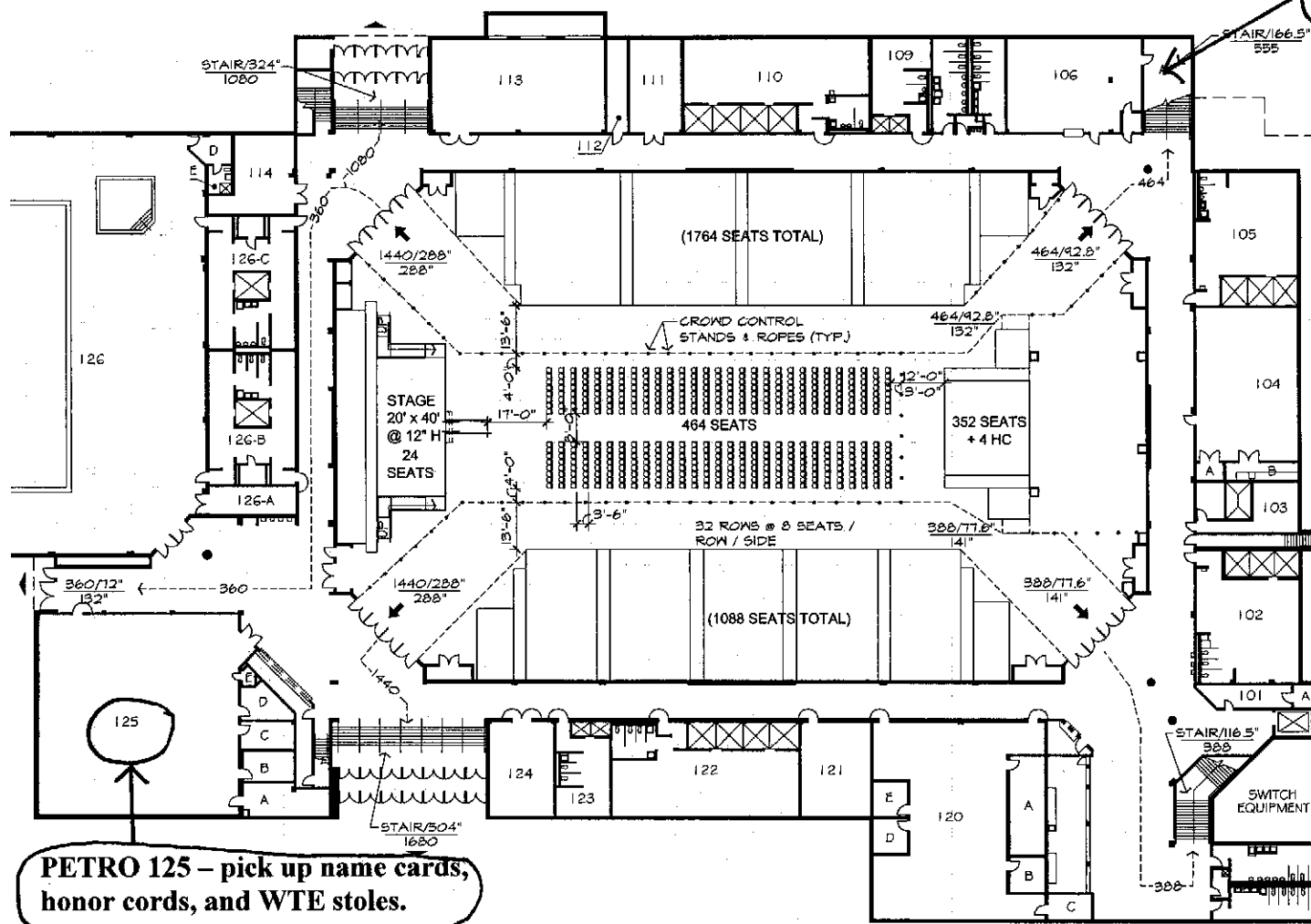
LEE ARENA
(Petro Allied Health Center)

**Entrance for Students/
Family/Guests**

**Parking for Persons
with Disabilities**

MORE INFORMATION ON REVERSE

**PETRO 202 (Personal Property)
is located upstairs**



NOTES:
STANDS & FABRIC ROPES ARE PROVIDED ALONG THE EXITING PATH FOR CROWD CONTROL AS SHOWN. THEY CAN BE REMOVED AS REQUIRED DURING THE CEREMONY.

Symbols Legend		
Symbol	Description	Protective Elements
	Denotes EXIT PATHS	
	Denotes STANDS & FABRIC ROPES FOR CROWD CONTROL ALONG EXIT PATH	
	EXIT - EXTERIOR	
	EXIT - INTERIOR (assembly occupancies over 50)	
	ACCUMULATED EXIT WIDTH AT REQUIRED EXIT (CLEAR WIDTH)	OCCUPANTS / REQUIRED WIDTH PROVIDED WIDTH
	CLEAR EXIT WIDTH AT REQUIRED EXIT AND CAPACITY.	STAIRS/CLEAR WIDTH CAPACITY
	SHOW ACCUMULATED OCCUPANT LOADS FOR EXIT PATHS	



TOTAL SEAT COUNT
 FLOOR = 404
 STAGE = 24
 NORTH BLEACHERS = 356
 EAST BLEACHERS = 1088
 WEST BLEACHERS = 1764
 TOTAL = 3696

**PETRO 125 - pick up name cards,
honor cords, and WTE stoles.**

LEE ARENA EXITING PLAN FOR COMMENCEMENT

REVISED: 08-08	
LEE ARENA EXITING PLAN	
PREPARED BY: DEPARTMENT OF FACILITIES SERVICES	DATE: MARCH, 2006
WASHBURN UNIVERSITY	DRAWN BY: R. CARVALHO PROJECT COORDINATOR
1501 SW 14TH STREET TOPEKA, KANSAS	SHEET NO. OF 1 SHEET 1