Commencement Information
Spring 2018

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.

Schedule of Events
School of Law – go to washburnlaw.edu/commencement

Saturday, May 12, 2018

8:00 a.m. School of Applied Studies Certificate and
Awards Ceremony
White Concert Hall

9:30 a.m. COMMENCEMENT

SCHOOL OF APPLIED STUDIES
(Undergraduates and Graduates)
Lee Arena
Petro Allied Health Center

12:30 p.m. COMMENCEMENT

COLLEGE OF ARTS AND SCIENCES
(Undergraduates and Graduates)
Lee Arena
Petro Allied Health Center

3:30 p.m. COMMENCEMENT

SCHOOL OF BUSINESS
SCHOOL OF NURSING
(Undergraduates and Graduates)
Lee Arena
Petro Allied Health Center

5:30 p.m. School of Nursing Undergraduate
Recognition and Awards Ceremony
White Concert Hall

~Please see page 4 if you need assistance in determining the appropriate ceremony to attend~

The Day of the Ceremony
School of Law – go to washburnlaw.edu/commencement

- There will NOT be rehearsals for students.
- Arrive approximately 45 minutes prior to the beginning of your ceremony. Students should use the southeast entrance to report to Petro 125 (lower level of Petro Allied Health Center next to Lee Arena) to pick up your name card at the table appropriate to your school or college.
- Each ceremony is scheduled to last approximately 90 minutes.
- 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 day of your 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.
  IMPORTANT: Candidates for graduation will receive an email sometime between mid-February through mid-April, sent by the auditors in the University Registrar's Office to the student's MyWashburn account, indicating projected graduation eligibility and 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 day of your Commencement ceremony. Issues regarding Latin Honors will NOT be addressed when candidates pick up their name cards in Petro 125 prior to their ceremony.

If you do not receive an email by mid-April, or if you have questions, please contact audits@washburn.edu. LATIN HONOR CORDS DO NOT APPLY AND WILL NOT BE DISTRIBUTED TO CANDIDATES RECEIVING ASSOCIATE OR GRADUATE DEGREES.

- MILITARY HONOR CORDS
  Washburn University honors those who serve/have honorably served in the U.S. Armed Forces, with Military and Veteran Honor Cords to wear at graduation. These red, white, and blue cords are a special recognition to show our gratitude and respect for those who have made an unwavering commitment to both their nation and their academic studies. This is a voluntary program and cords are provided at no cost to the student.

  To be eligible you must:
  • Apply for graduation
  • Be an honorably discharged veteran-student, or
  • Be a currently serving military-student (Active, Guard, Reserves)

  Honor cords can be picked up in Mabee Library, Room 218 starting 2 weeks before graduation. Student must bring their DD214 and student ID.

  Questions regarding military honor cords should be directed to April Dohrman at (785) 670 – 1223 or wu.veterans@washburn.edu.

- WTE MEDALLIONS
  Candidates who have completed one or more of the Washburn Transformational Experiences (WTE) can pick up their medallion(s) from the appropriate WTE Director’s office prior to the day of the ceremony — medallions will NOT be handed out the day of the ceremony. Medallions can and should be worn during your ceremony.

Accessibility Concerns
See page 4 for information about Accessible Parking/Seating for Commencement.

Tickets
Tickets are NOT required for commencement ceremonies. 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 use the southeast entrance to proceed directly to Lee Arena. Seating is open so early arrival guarantees the best seating.
APPLICATION FOR GRADUATION
Spring and Summer 2018 candidates may participate in the Spring 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 February 3, 2018. 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 audito@washburn.edu.

REQUESTING AN EXCEPTION TO PARTICIPATE IN THE FALL 2018 CEREMONY: Spring and summer graduates who wish to request an exception to walk in the December 2018 ceremony – send a request to janet.schneider@washburn.edu and include WIN, name (as it is to appear in the printed program), degree, mailing address (for after May), 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.

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)

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

GRADUATE DEGREE CANDIDATES
Ordering information will be online at ichabodshop.com by February 13, 2018. Your cap, gown, and hood (academic regalia) must be pre-ordered either online or in person by the Grad Fair on March 28, 2018 (additional shipping charges will apply after March 29, 2018).

UNDERGRADUATE DEGREE CANDIDATES
Your cap and gown (academic regalia) may be purchased and picked up during the GRAD FAIR on March 28 in the Washburn Room in Memorial Union OR in the Ichabod Shop after April 3, 2018 (undergraduate academic regalia is not pre-ordered). Please purchase your regalia prior to May 4, 2018.

Questions regarding academic regalia, announcements, and rings 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.

For information or questions about commencement photographs:
- Go to Lifetouch Special Events Photography (www.events+lifetouch.com/washburn), or
- Email specialevents@lifetouch.com, or
- Call 800-505-9496, Monday – Friday, 8:00 a.m. – 6:00 p.m. PST

There is no obligation to purchase. If a valid email address is available to the photographer, a link to commencement photograph proofs will also be sent to participating graduates via email.

Please do not contact Washburn University with inquiries related to photographic services.

DIPLOMAS
Diplomas for spring graduates may be picked up in the Student One Stop in Morgan Hall during regular business hours approximately two months following Commencement.

Diplomas for summer graduates are normally available in October.

Photo identification must be presented to obtain your diploma. Students may have diplomas mailed by completing the diploma-mailing request form in the Student One Stop. 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
Students wishing to order transcripts should fill out a Transcript Request Form in the Student One Stop in Morgan Hall. The cost is $8.00 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 (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.

Washburn University also provides a secure online transcript ordering service. This provides you with the opportunity to order at any time, to pay with a credit card and to receive status updates via email or text messages. A $2.25 service fee is applied to the credit card in addition to the cost of the transcript(s).

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 785-670-2162.
ADDITIONAL INFORMATION AND INSTRUCTIONS REGARDING THE COMMENCEMENT CEREMONIES WILL BE MAILED ON OR ABOUT APRIL 10, 2018 TO ALL UNDERGRADUATE AND GRADUATE CANDIDATES WHO HAVE FILED THEIR APPLICATION FOR DEGREE 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 Associate's, Bachelor's or Master's degrees:

**ACADEMIC RECORD**
(Processing of Application for Graduation and Latin Honors)
- 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 janet.schneider@washburn.edu
- 785-670-1310

**WTE MEDALLIONS**
(Contact the appropriate Director's Office)
- Community Service – Benton Hall 405
- 785-670-1950
- International Education – International House
- 785-670-1051
- Leadership – Benton Hall 408
- 785-670-2001
- Scholarly or Creative – Henderson Hall 211
- 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 janet.schneider@washburn.edu.

Congratulations on your upcoming graduation!
9:30 A.M. CEREMONY

SCHOOL OF APPLIED STUDIES

- Master of Arts in Human Services (MA)
- Master of Criminal Justice (MCJ)
- Master of Health Science (MHS)
  - Health Care Education
- Master of Social Work (MSW)
- Bachelor of Applied Science (BAS)
  - Human Services
  - Technology Administration
- Bachelor of Health Science (BHS)
  - Clinical Laboratory Science
  - Health Services Administration
  - Medical Imaging
- Bachelor of Legal Studies (BLS)
- Bachelor of Science in Criminal Justice (BSCJ)
  - Corrections
  - Forensic Investigation
  - Law Enforcement
  - Security Administration
- Bachelor of Social Work (BSW)
- Associate of Arts (AA)
  - Criminal Justice
  - Culinary Arts
  - Design Technology
  - Human Services
  - Industrial Technology
  - Legal Studies
  - Office Administration
- Associate of Applied Science (AAS)
  - Design Technology
  - Human Services
  - Industrial Technology
- Associate of Science (AS)
  - Design Technology
  - Health Information Technology
  - Industrial Technology
  - Occupational Therapy Assistant
  - Physical Therapist Assistant
  - Radiologic Technology
  - Respiratory Therapy
  - Surgical Technology

12:30 P.M. CEREMONY (continued)

COLLEGE OF ARTS & SCIENCES

- Bachelor of Arts (BA) (continued)
  - Physics
  - Political Science
  - Psychology
  - Religious Studies
  - Sociology
  - Spanish
  - Theatre
- Bachelor of Fine Arts (BFA)
  - Art
  - Art with Teacher Licensure
- Bachelor of Education (B.Ed.)
  - Elementary Education
  - Physical Education
- Bachelor of Integrated Studies (BIS)
- Bachelor of Music (BM)
  - Music Education
  - Music Performance
- Bachelor of Public Administration (BPA)
- Bachelor of Science (BS)
  - Athletic Training
  - Biochemistry
  - Biology
  - Chemistry
  - Computational Physics
  - Computer Information Science
  - Environmental Biology
  - Forensic Chemical Science
  - General Science
  - Mathematics
  - Molecular Biology and Biotechnology
  - Physics
- Associate of Arts (AA)
  - Computer Information Science
  - Early Childhood Education
  - Humanities and Creative Performing Arts
  - Laboratory Science
  - Natural Sciences and Mathematics
- Associate of Liberal Studies (ALS)
- Associate of Science (AS)
  - Engineering-Physics

3:30 P.M. CEREMONY

SCHOOL OF BUSINESS

- Master of Accountancy (MAcc)
- Master of Business Administration (MBA)
- Bachelor of Business Administration (BBA)
  - Accounting
  - Economics
  - Entrepreneurship and Innovation
  - Finance
  - General Business
  - International Business
  - Management
  - Marketing

SCHOOL OF NURSING

- Doctor of Nursing Practice (DNP)
- Master of Science in Nursing (MSN)
- Bachelor of Science in Nursing (BSN)
LOT P
VIP Parking
(West on Darrow Drive from Washburn Ave and then north on College to entrance)