We are working hard on last minute details to ensure a memorable event for all involved. Please review the checklist below to make sure you are on track as we near the end of the semester.

If you have not taken care of the items listed, please be sure to do so ASAP.

- **Claim your guest ticket through Marching Order.** An email was sent to your PennWest email address. All guests must have a ticket for entry to ceremony.
- **Verify your name pronunciation through NameCoach.** Help us to accurately announce your name at the commencement ceremony. The deadline for verification is May 1, 2023. Please check your PennWest account for an email containing your personalized link.
- **Clear up all outstanding student debts** ([Financial Aid & Student Accounts](#)).

**Event Date & Time:**
- **Saturday, May 6th at 10:00 a.m. at Convocation Center**
  - Doors to the Convocation Center will open at 8:30 a.m.
  - Graduates need to report to South Wing of the Convocation Center (Rooms 1-4)
  - Graduates should be checked-in by 9:00 a.m.
  - Ceremony is expected to last 1 1/2-2 hours

**Event Date & Time:**
- **Saturday, May 6th at 2:00 p.m. at Convocation Center**
  - Doors to the Convocation Center will open at 1:00 p.m.
  - Graduates need to report to South Wing of the Convocation Center (Rooms 1-4)
  - Graduates should be checked-in by 1:15 p.m.
  - Ceremony is expected to last 1 1/2-2 hours

**Regalia:**
- Participants must be in university approved regalia. An exception is made for students who choose to wear their military dress uniforms.
  - If you have not purchased regalia, please contact the bookstore ([guess@pennwest.edu](mailto:guess@pennwest.edu)).
  - The gown and hood (if applicable) should be clean and pressed.
  - Your cap should be worn flat on the top of the head, with the top of the cap parallel to the floor.
  - Your cap can be decorated with well-wishes, gratitude, or affiliation with sanctioned organizations. Unacceptable decorations, offensive language or inappropriate images not permitted.

- **Bachelor & Associate degree students:**
  - The tassel will hang on the right side of the cap
  - Adornments to regalia may include, but are not limited to, cords, stoles, medallions, pins, and patches officially issued by the University and/or its recognized student organizations.
  - You are responsible to bring your Honors stoles and/or cords with you to the ceremony. If you have not picked up your Honors stoles, please contact the bookstore ([guess@pennwest.edu](mailto:guess@pennwest.edu))

- **Doctoral & Master degree students:**
  - Graduates are asked not to wear any cords and stoles received from one’s bachelor’s degree. The hood is presented during the commencement ceremony as the student’s regalia.
  - The tassel will hang on the left side of the cap
  - You will be hooded during the ceremony. The hood should be draped over your left arm, with the colored trim against your wrist, as you enter the stage.

**Graduate Arrival:**
- You are welcome to take pictures in our Convocation Center lobby area. We will have several backdrops spread throughout this area.
- Use the restroom BEFORE checking-in
- Give your jacket, purse, cell phone, etc. to your guests in the lobby so you do not have to juggle them during the ceremony.
  - If you keep your cell phone, please adhere to PennWest University proper etiquette:
    - Talking on cell phones is not permitted during the ceremony.
    - All cell phones must be in silent mode.
- Proceed to the check-in at the South Wing of the Convocation Center.
- At check-in graduates will be given a **Name Card**. Please proceed to Room #1 to get in your spot for the processional line-up.
- You will be lined up by degree and alpha order by last name.
- Please remember to take the **Name Card** with you as this is utilized to identify you during the ceremony.

**Ceremony:**
- Graduates will process into the arena from the South Wing. There will be Marshalls to guide students to appropriate seating area. **Please stay in order.**
- When you enter the stage, please hand your **Name Card** to the Herald (presenter) in order for your name to be read.
- **Doctoral and Master only:**
  - Hand the hood to the Dean with colors facing toward the Dean.
  - Turn around facing the audience, bend at the knee if needed to allow the Dean to put hood over the cap.
  - Dean will tap your shoulder to let you know it is time to proceed to the stage exit.
- Cross the stage to accept your diploma
- Marshalls will be on the floor to guide students where to enter and exit the stage.
- As you exit the stage a picture will be taken by a photographer. GradImages will contact graduates via their PennWest email about a week after the ceremony with proofs for review and purchase.
- Undergraduate students who have earned a Latin Honor stole, an Associate’s Degree with Distinction cord or an Honors Program Graduate cord will be recognized towards the beginning of the ceremony. If you are graduating with an honor, listen for your group to be announced and stand to be recognized.
- Upon returning to your row/seat, please **remain standing** until all students within your row have returned. The entire row will sit down as a group.
- **Undergraduate Students** – after all degrees are conferred and you are back to your seats, you will be asked to stand, and you will be instructed to move your tassel from the right side to the left side to signify your graduation.
- Once the ceremony is complete, Marshalls will direct students to process out of the arena.

*Please note: Your degree will be awarded 2 weeks after final grades are posted. You will receive a diploma folder as you process across the stage, however, your official diploma will be mailed approximately 3-5 weeks after the semester ends.

**Guests:**
- A reminder that **all guests must have a TICKET** to attend the commencement ceremony. (Exception: children that do not need a seat, do not need a ticket)
- All guests must use stairs or elevator to 2nd floor. **Guests are not permitted on the arena floor.**
- Guests needing accommodations please find a staff member with a blue lanyard to show you to the seating area on the arena floor. One additional guest can sit with the individual needing accommodations.
- Concessions will be available for purchase during the ceremony.
- The Cal Bookstore pop-up will be available in the mail lobby of the Convocation Center from 8am-3pm.
- For family and friends not able to attend commencement, please visit the [Commencement](#) link for the livestream and program. (The link will update the day of the ceremony).
- All guests should park in Lot 4, the River Lot, behind the Convocation Center. (Convocation Center is letter Y on the map.) For more information review the [Commencement](#) webpage.
- We kindly request, that at the conclusion of the ceremony please proceed to your next location to continue your celebration. This will ensure quick turnaround for the venue and to avoid crowding in the facility.