Graduates ~

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 tickets through Marching Order. An email was sent with directions to your PennWest email address on how to claim your tickets. All guests must have a ticket for entry to the 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 Tippin Gymnasium (Coach Cal Court)**
  - Doors to the gymnasium will open at 9 a.m. for guests.
  - Graduates should report to the Auxiliary Gym in Tippin by 9-9:15 a.m.
  - Ceremony is expected to last 1 1/2-2 hours

Graduate Arrival:

- **Graduates should arrive at the Auxiliary Gym in Tippin by 9-9:15 a.m. to check-in, robe and pick up their name card.**
  - Please use the glass doors, labeled “Graduate Entrance,” located next to the eagle statue. Cards will be organized according to last name. Candidates will assemble and process to the gymnasium as a group. **Name cards must be picked up NO LATER than 9:30 a.m.**
    - The name card will be the method for identifying you as you receive your diploma folder so please keep track of your card after you pick it up.
    - The order of the lineup and presentation of degrees will be Doctoral students, Masters students, Baccalaureate students and Associate degree students. We will line students up in that order.
    - If you wish to sit beside a friend, make sure you line up either in front of or behind that person as there will be a double line of graduates marching in that will split to take their seats.
  - Use the restroom BEFORE checking-in.
  - The Clarion Bookstore will be on-site to distribute stoles or cords for honor students that have not received them yet.
  - Give your jacket, purse, cell phone, etc. to your guests so you do not have to juggle them during the ceremony
    - If you keep your cell phone, please adhere to PennWest proper etiquette:
      - Talking on cell phones is not permitted during the ceremony
      - All cell phones must be on silent mode

Event Date & Time:

- **Saturday, May 6th at 2:00 p.m. at Tippin Gymnasium (Coach Cal Court)**
  - Doors to the gymnasium will open at 1 p.m. for guests.
  - Graduates should report to the Auxiliary Gym in Tippin by 1-1:15 p.m.
  - Ceremony is expected to last 1 1/2-2 hours

Graduate Arrival:

- **Graduates should arrive at the Auxiliary Gym in Tippin by 1-1:15 p.m. to check-in, robe and pick up their name card.**
  - Please use the glass doors, labeled “Graduate Entrance,” located next to the eagle statue. Cards will be organized according to last name. Candidates will assemble and process to the gymnasium as a group. **Name cards must be picked up NO LATER than 1:30 p.m.**
    - The name card will be the method for identifying you as you receive your diploma folder so please keep track of your card after you pick it up.
    - The order of the lineup and presentation of degrees will be Doctoral students, Masters students, Baccalaureate students and Associate degree students. We will line students up in that order.
    - If you wish to sit beside a friend, make sure you line up either in front of or behind that person as there will be a double line of graduates marching in that will split to take their seats.
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If you keep your cell phone, please adhere to PennWest proper etiquette:

- Talking on cell phones is not permitted during the ceremony
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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. They can be reached at 814-393-2696.
  - 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 are not permitted.

**Bachelor and 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 and/or cords, please contact the bookstore at 814-393-2696.

**Doctoral & Master’s degree students:** You will be hooded during the ceremony.
- 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.

Ceremony:
- Graduates will process in the order as mentioned above and will be seated to start the ceremony.
- Marshalls will be on the floor to guide students on where to enter and exit the row and when to approach the stage.
- 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 degrees 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 folder.
- As you exit the stage, a picture will be taken of you and you will be directed back to your seat.
  - GradImages will contact graduates via their PennWest email about a week after the ceremony with proofs for review and purchase information.

**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 to signify your graduation.
- Once the ceremony is complete, Marshalls will direct students to process out of the gymnasium.

*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)
- Wheelchair seating is available in the upper and lower levels and in the back of the gymnasium. Seating may not be near other family members.
- Concessions will be available for purchase during the ceremony.
The day of the ceremony, the Clarion Bookstore will be open in Gemmell (first floor) from 9:30 a.m. – 5:30 p.m. There will also be a Clarion Bookstore pop-up open before and during the commencement ceremonies in Tippin. It will be located in the Eagle Perch next to main entrance.

For a map of the campus and parking areas, please see the Campus Map. University police officers will be on hand that day to direct you.

There will be a designated handicap parking section in Lot 12 near Marwick Boyd.

Those not requiring special accommodations are asked to park in one of the following lots:

- Lot 11 (across from Greenville Ave from Tippin Gymnasium)
- Lot 12 (behind Marwick Boyd Fine Arts Center)
- Lot 14 & 16 (next to the Rec Center)

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).

Review the Commencement webpages for more information.

We kindly request that at the conclusion of the ceremony, please proceed to the next location to continue your celebration. This will ensure a quick turn around for the venue and parking availability for the next group and to avoid crowding.