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 to your PennWest email address. All guests must have a ticket for entry to the ceremony. Exception: children that do not need a seat do not need a ticket.
- **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 McComb Fieldhouse**
  - **Ticked guests:**
    - Doors to McComb Fieldhouse will open at 9:00 a.m.
  - **All graduating students:**
    - Please arrive at the Pogue Student Center - Lower-Level Gym NO LATER THAN 9:15 a.m. to be lined up for the processional.
    - Weather permitting, we process from Pogue to the McComb Field House.
      - Cancellation of the procession due to the weather will take place at 7 a.m. for the 10 a.m. ceremony and 11 a.m. for the 2 p.m. ceremony.
      - Notification to your student email will be sent if the processional is canceled due to weather and signs will be posted at Pogue Student Center if the processional is cancelled. In this case you will report directly to the McComb Field House to sign in.
  - The ceremony is expected to last 1 1/2-2 hours.

- **Saturday, May 6th at 2:00 p.m. at McComb Fieldhouse**
  - **Ticked guests:**
    - Doors to McComb Fieldhouse will open at 1:00 p.m.
  - **All graduating students:**
    - Please arrive at the Pogue Student Center - Lower-Level Gym NO LATER THAN 1:15 p.m. to be lined up for the processional.
    - Weather permitting, we process from Pogue to the McComb Field House.
      - Cancellation of the procession due to the weather will take place at 7 a.m. for the 10 a.m. ceremony and 11 a.m. for the 2 p.m. ceremony.
      - Notification to your student email will be sent if the processional is canceled due to weather and signs will be posted at Pogue Student Center if the processional is cancelled. In this case you will report directly to the McComb Field House to sign in.
  - The 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 [campus bookstore](#).
  - 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 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 chords with you to the ceremony. (If you have not picked up your Honors stoles, please contact the campus bookstore)

- **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 approach the stage.

**Graduate Arrival:**

- Give your jacket, purse, etc. to your guests prior to walking to Pogue so you do not have to juggle them during the ceremony.
  - Your guests will report to McComb Field House.
  - If you keep your cell phone, please adhere to PennWest's proper etiquette:
    - Talking on cell phones is not permitted during the ceremony.
    - All cell phones must be in silent mode.
- Use the restroom BEFORE checking-in.
- Sign-in at the Pogue Student Center lower gym. You will be lined up by degree and in alphabetical order.
- At sign-in, graduates will be given a **Name Card**. Please remember to take this with you as this is utilized to identify you during the ceremony.

**Ceremony:**

- Graduates will process into McComb from the Pogue Student Center. There will be faculty Marshalls guiding students to their appropriate seating area. **Please stay in order.**
- During the awarding of degrees; when you approach the stage, please hand your **Name Card** to the Herald (presenter) for your name to be read.
  - For Doctoral and Master graduates:
    - Hand your 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
    - Pause for a photo.
    - Dean will tap your shoulder to let you know it is time to proceed.
- Cross the stage to accept your diploma folder.
- As you exit the stage a picture will be taken by a photographer.
  - Graduates will be photographed as they receive their diploma folder and again as they descend the ramp from the stage.
  - If students, family members or friends wish, they may purchase copies of these photographs from Ultimate Exposures, or [www.ultimateexposures.com](http://www.ultimateexposures.com). Students will be contacted directly by Ultimate Exposures, via your PennWest email, regarding your photos.
- 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.
- Commencement is a very important occasion. We request that you remain seated for the entire ceremony out of respect for your fellow graduates.
- **Graduates do not participate in the recessional.** Once the ceremony is complete, please exit McComb Field House to celebrate with your family and friends.

*Please note: Your degree will be awarded 2 weeks after finals 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)
- Guests are not permitted within the graduate seating area.
- We reserve the bottom three rows for guests who are unable to climb the bleachers. We ask those who are capable of climbing the bleachers NOT to sit in this area. Although these sections are reserved, the **INDIVIDUAL SEATS** are NOT, and
we cannot guarantee availability of these seats. If your guests want to be seated in this area, they must arrive early in order to obtain seating in the bottom rows.

- Note: McComb Field House is not air conditioned — please dress appropriately.
- Concessions will be available for purchase during the ceremony.
- The Edinboro Bookstore pop-up will be available during the commencement ceremonies in the main lobby of McComb.
- 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).
- For parking information, 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 quick turnaround for the venue and parking availability for the next group.