



Wayland Baptist University | *Executive Vice President and Provost*

TO: Graduating Seniors
FROM: Dr. Bobby Hall
SUBJECT: 2015-16 Graduation Activities/Instructions

As you draw toward the end of your learning experience at Wayland Baptist University, there are dates and procedures that you must keep in mind:

Torch and Mantle is symbolic of the common thread that runs through generations of Wayland students, faculty, and staff. It is recommended that graduating seniors should choose a mentor from administration, faculty, or staff to join them at this meaningful ceremony. The mentor is a role model or encourager who has walked beside the student on this journey. This meaningful ceremony is sponsored by Student Activities and is scheduled for 10:30am on the day of graduation. It is usually held in the Atrium or the Multi-Purpose Room of the Learning Resources Center (LRC). For further information, please contact Student Activities at 806-291-3752.

The **Commencement Luncheon** is held at 11:30am on the day of graduation in Laney Student Activities Center. The luncheon is required for all graduating seniors. Tickets for graduates are free. Tickets for guests may be purchased from the Alumni office. *Requests to be excused from the luncheon must be submitted in writing to the office of the Executive Vice President and Provost two weeks prior to the luncheon.* The Alumni office is located at the Trinity Building, on the corner of 9th and Utica Streets. (North doors) The phone number is 806-291-3603, for further information.

Final instructions and procedures for the graduation ceremony will be given at the luncheon.

The Fall Commencement is scheduled for Saturday, December 12, 2015, in the Harral Auditorium. The Spring Commencement is scheduled for Saturday, May 7, 2016, in the Hutcherson Gymnasium. Please read all information mailed to you and/or that is posted on the campus bulletin boards for any changes.

Each ceremony will begin *promptly* at 2:00pm, and will conclude at approximately 3:00/3:30pm.

Graduation Application Deadlines:

Fall Graduation	September 15, 2015
Spring Graduation	February 15, 2016

STUDENTS SELECTED AS A PLATFORM PARTY PARTICIPANT FOR THE FALL GRADUATION WILL REHEARSE AT 1:00PM ON FRIDAY, DECEMBER 11, 2015, IN THE HARRAL AUDITORIUM.

STUDENTS SELECTED AS A PLATFORM PARTY PARTICIPANT FOR THE SPRING GRADUATION WILL REHEARSE AT 1:00PM ON FRIDAY, MAY 6, 2016, IN THE HUTCHERSON GYMNASIUM.

It is of the utmost importance that you study the following directions carefully so that you will move through this event with poise. The graduation ceremony will combine the emphasis traditionally connected with the Baccalaureate Service and the formalities of the Commencement Ceremony.

- Graduation Robes:

Graduation robes will be issued from the University Store and should be picked up **prior** to graduation day. Robes will need to be pressed for the graduation ceremony. If you have forgotten to pick up your gown, the University Store will open at 10:00am on the morning of graduation for your convenience. Please do not forget to press your robe. ***The cap and gown are yours to keep.*** Please do not wear the white collar provided in your cap and gown packet.

- Graduation Dress for the Ceremony:

Men should wear dark pants, dress shirt and tie, and BLACK shoes (no tennis shoes or flip flops, please).

Women should wear a “dressy” dress with BLACK shoes and the heel height of 1 to 2 inches tall (no tennis shoes or flip flops, please). Simple or no jewelry is preferred.

Master’s and Baccalaureate degree candidates, please note that only cords and stoles recognizing Wayland Latin or academic honors, or Wayland honor society medallions, may be worn during the graduation ceremony. **Graduates refusing to comply with requirements for dress and/or regalia may be excluded from the commencement ceremony.**

- TASSEL

Master’s degree students will wear the tassel on the left.

Baccalaureate degree students will wear the tassel on the right.

During the ceremony, men will remove their caps during prayer, pledges, scripture, and the Alma Mater. Women will wear their caps at all times.

- To add dignity to the occasion, please refrain from chewing gum.

GRADUATION CEREMONY PROCEDURES

Graduating seniors will assemble no later than 1:15pm as indicated:

Fall Commencement

Master’s and Baccalaureate degree graduates will meet at the Band Hall located in the Harral Complex Music Wing.

Spring Commencement and Campus March**

Master’s degree graduates will meet at the East hallway of the Harral Fine Arts Center.

Baccalaureate degree graduates will meet in the Fine Arts hallway of the Harral Fine Arts Center.

****In case of inclement weather, all graduates will line-up in the South hallway (gym level) of the Hutcherson Gymnasium. (Please leave all valuables locked in the trunk of your vehicle)**

First Assistant Marshal, Second Assistant Marshal, and other Registrar staff will assist in the line-up. While lining up you will be given a 3 x 5 card with your name printed on it. Please keep it handy to

present to the announcer when it is time for you to be recognized. Please note on the card how to pronounce your name by using vowel markings. If you are concerned that the announcer might not pronounce your name correctly, please contact the Registrar's Office two (2) weeks prior to graduation.

The Chief Marshal will lead the Platform Party into the auditorium or gymnasium and onto the stage. The Alternate Marshal will lead the Faculty to their seats. Faculty will be seated on stage for the Fall Commencement and on the gymnasium floor during the Spring Commencement. Please proceed as directed by the Marshals.

The First Assistant Marshal will lead the Master's degree candidates down the south center aisle and will seat them.

- Master's degree candidates will carry their hood on their left arm in the processional and up on stage. Candidates will hold out their left arm for a member of the hooding party to remove the hood for the hooding.

The Second Assistant Marshal will lead the remaining candidates down the south center aisle and seat them in the proper row. The students should remain standing until the processional has completed.

At the time in the program designated "*Conferring of Degrees*," the First Assistant Marshal and the Second Assistant Marshal will lead the graduates from their seats to the designated area. Please refrain from talking. It is audible to the audience in the auditorium and very distracting in Hutcherson Gymnasium. Please remember to pause at the microphone, and present the name information card to the person announcing the names of the degree candidate. Students will wait for their name to be read and then proceed across to the President to receive the diploma cover. Please pause when shaking hands with the President while the photographer snaps the picture. The Alternate Marshal will keep the flow of students moving.

Harral Auditorium for Fall Graduation:

When students have received the diploma cover from the President and have been congratulated by the Chair of the Board of Trustees, they will proceed across the platform to the SOUTH steps. Escorts will be stationed on the steps to assist those needing help down the steps. The student will go back to the middle aisle and down to the row in which they were seated. Be seated **immediately**. Please do not cut across the front of the auditorium.

Hutcherson Gymnasium for Spring Graduation:

When students have received the diploma cover from the President and have been congratulated by the Chair of the Board of Trustees, they will proceed across the platform to the **Registrar's table** and pick up the diploma materials. (Please do not open the packet of diploma materials until *after* the ceremony.) Students will then go back to their seat in which they were seated. Be seated **immediately**. Please do not cut across the front of the gymnasium.

After all diploma covers have been distributed, the graduates will be instructed to stand for the conferring of degrees. The President will confer the degrees and then instruct those that have received the Baccalaureate degree to move their tassels from the right to the left.

The Graduation Recessional will exit seating as directed by the Marshals. Listen to all instructions.

Seating in the auditorium/gymnasium will open at 1:00pm. Guests should arrive no earlier than 1:00pm and be seated immediately. Saving seats is not permitted after 1:40pm.

- A professional photographer will take your picture as the President presents your diploma. **Your family members and friends are asked not to go to the front of the auditorium/gymnasium to take pictures during the ceremony. This policy has been found to add to the dignity of the graduation ceremony. It is permissible to video and take pictures if those taking the pictures stay in their seat.**
- Since commencement should be a dignified ceremony, **please remind your relatives and friends not to embarrass you or to offend your classmates by calling out or making distracting noises when your name is called.**
- **If family members need handicapped seating, a location with the proper signage for seat accommodations will be designated in the Harral and at the Hutcherson Gymnasium.**
- **Please ask your family to arrange childcare for babies and small children.** If this is not possible, please remove a child of any age who is crying.

PARKING:

Harral Auditorium for Fall Graduation:

Parking will be available in the Harral Auditorium parking lot. You may also park in the Hutcherson Gymnasium parking lot. **Watch for individuals who will be directing you to the nearest parking place, please be prepared to park as directed.** The traffic will be directed in one way directions before and after the ceremony.

Hutcherson Gymnasium for Spring Graduation:

Parking will be available in the Hutcherson Gymnasium parking lot. You may also park in the Harral Auditorium parking lot. **Watch for individuals who will be directing you to the nearest parking place, please be prepared to park as directed.** The traffic will be directed in one way directions before and after the ceremony. Be prepared to park as directed.

For any clarification, please contact the office of the Executive Vice President and Provost via U.S. Mail, e-mail, or telephone. You are also welcome to stop by the office during office hours. The office is located in the First Floor Executive Suite of Gates Hall.

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