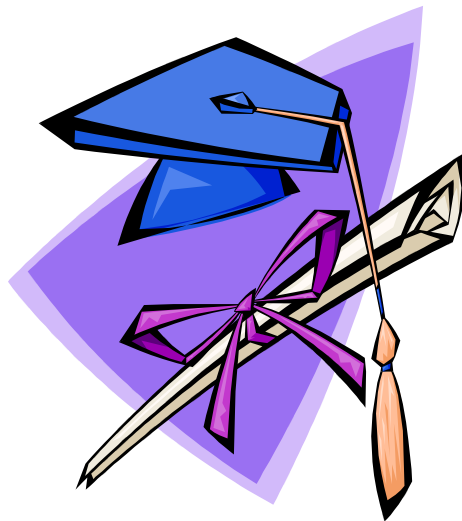


May 2008 Graduation



Academics

- **All outstanding requirements must be completed by April 9** – please contact me to confirm, don't assume it's been taken care of for you. *You may not claim your ceremony tickets until all outstanding coursework (excluding this semester's enrollment) is complete.*
- **Completion Letters must be received by me no later than May 7.** Be sure to request them from your instructors a few weeks ahead.

Completion Letters

- Must be faxed to Jessica at 817-531-4464 by May 7
- Must be on the letterhead of the university from which you're taking the class
- Must be signed by the instructor
- Must either confirm a grade or a status of passing
- We *must* have the *official transcript* showing the completion of this course and its grade as soon as it becomes available. *Your degree cannot be posted and you will not receive your diploma until we receive this.*

Graduation Ceremony: Arrival and Lineup

- Arrive no later than 6:15.
- Wear appropriate attire under regalia; adorn regalia only with honors' cords.
- Line up in hallway alphabetically by school and degree, Arts & Sciences and Business on the right, Education and Graduates on the left (please refer to Arrival/Lineup Instructions). There will be printed lists on the table in the middle that tell you what number you are in line.
- Receive name card.

Graduation Ceremony: Processional and Seating

- Process in: Arts & Sciences and Business will be seated in the section to the right of Center, Education and Graduates will be seated in the section to the left of Center (please refer to Processional Instructions).
- Once lead to your seat, remain standing until after the Alma Mater.
- Men: remove caps as Chaplain approaches the podium. Leave caps off until the conferring of degrees (after the commencement address).

Graduation Ceremony: Approaching the Stage

- As each school is called, those students will stand for the conferring of their various degrees. Move your tassel from right to left (Masters' candidates' tassels will already be on the left; do not move it back to the right).
- Approach stage to receive diploma cover by following prescribed route: turn right into aisle between sections, turn left into aisle bisecting auditorium, turn left into aisle that runs along the outer edge of seating (against wall), stop at foot of stairs (please refer to Stage Route Instructions). Once lined up at the stage stairs, please face forward and refrain from talking.

Graduation Ceremony: Crossing the Stage

- Climb stairs, hand name card to your dean (or Grand Marshal, for graduate students). Approach President; receive diploma cover and shake his hand. After receiving diploma covers, Master's students will approach your dean and receive your hood.
- Exit stage and return to your seat. Remain standing until all students in your school have returned to their seats and the Provost has congratulated them.

Graduation Ceremony: Conclusion and Recessional

- Remain seated for the welcome from the President of the Alumni Association.
- Rise for the Litany and Benediction; men will remove their caps. The Chaplain will ask everyone to be seated; men will replace their caps.
- After the faculty recesses out, you will recess out of the auditorium in the same way you entered, but this time **go straight out into the parking lot** (please refer to Recessional Instructions).

A Few Tips

- Please do not come to the ceremony drunk, high, or “on” anything. It is obvious and inappropriate.
- Please leave iPods, Gameboys, Walkmen, etc. AT HOME. You may NOT bring them into or use them during the ceremony.
- Please turn off your cellphones.
- Please wear nice clothing under your robes, preferable something similar to “church,” “business,” or “business casual” attire.

Guests at the Ceremony

Please ask your guests:

- not to “rush the stage” to get pictures or a better view.
- not to stand in the aisles but to remain in their seats.
- to stay for the duration of the ceremony, as it is disruptive to leave before it concludes.

Regalia

- Appropriate regalia for students consists of honor societies' tassels, medallions, and sashes. Although the service and social organizations play an important role in the life of the University, their insignia is inappropriate for the graduation ceremony. Please keep regalia adornment in good taste.

Tickets

- Tickets are available beginning Monday, April 14 in the Office of Student Records. You must claim your tickets by May 2.
- You are guaranteed 8 tickets: *you must reserve one for yourself.*
- If you can't pick up your tickets in person, you can give someone your **written permission** to pick them up for you. That person must present your **written permission** with your signature in order to receive your tickets.
- *Please take only the number of tickets that you will need.* If you only need 5 guest tickets plus one for yourself, please take only that number so your unneeded tickets are available for those who need them.

Need even more tickets?

- You can call Student Life at 817-531-4872 starting on **April 22, 2008***, at 8:00 a.m. to have your name added to a list to receive any additional tickets that are left after May 2.
- *The availability and quantity of these is not guaranteed.*

**Please note that this date has changed since your packet was produced*

Outstanding Information

- If you are lacking any coursework, paperwork, or transcripts, *you may not pick up your tickets until these issues are resolved.*
- You must contact Jessica to resolve any outstanding issues before tickets can be released.
- Once your file is updated and complete you may pick up your tickets.

What do I do now?

- If you are lacking transcripts or concurrent enrollment forms, *turn these in immediately*.
- If you are lacking coursework, *see your advisor immediately*.
- If you are not sure what you are lacking, make an appointment to see Jessica. You can also call or email. (see last page for contact information)
- ***All outstanding issues must be resolved by April 9, 2008 or you will be removed from the graduation list. This includes completion of coursework from previous semesters (Incompletes).***

What if I don't pass?

- If you fail a course (or are otherwise ineligible for graduation), we will call you and notify you. *We must have a current phone number for you.*
- You may not graduate with an Incomplete – if you will not finish your class(es) until Summer 2008, then Summer 2008 will be your semester of graduation.
- It is your responsibility to turn in a new graduation application indicating your new target graduation date – you are not automatically included on any future graduation lists.

Walking Guidelines

- Within 2 courses (6 to 8 hours) of completion
- Met all 1000/2000 and GEC requirements
- Cumulative 2.0 GPA at time of petition
- Demonstrate plausible, non-academic reason preventing completion of requirements
- Spring graduation ceremony ONLY
- Actual graduation date is the semester you finish, not the semester you walk

Walking Petition Process

- Complete all portions of the Request to Walk at Graduation (including Non-Academic Extenuating Circumstances)
- Submit to the Office of Student Records, who will send it to your dean for a recommendation and then to the Provost for final approval or denial. The Provost's Office will then notify you in writing of your approval status.

Academic Honors

- Academic Honors are determined AFTER final grades are turned in. We do not know for sure who will receive honors until the day of the ceremony.
- Cum Laude – 3.5 to 3.69
- Magna Cum Laude – 3.70 to 3.84
- Summa Cum Laude – 3.85 to 4.00

Diplomas

- Diplomas will be available beginning Tuesday, June 3, 2008.
- You must fill out the mailing request form (included in your graduation information packet) to have it mailed.
- Your diploma and transcript cannot be released if you have outstanding transcripts or if you have a hold of any kind.

How to contact us

- Jessica Boone, Technical Records Coordinator – 817-531-4245 or jboone@txwes.edu
- Student Life for extra tickets – 817-531-4872