



## Congratulations Graduate!!

Congratulations on being a candidate for the Winter 2017 Commencement. We know that preparing for commencement requires much time and attention. To assist you, we have created the following checklist. Please review it carefully and address any questions you might have to the appropriate office contact. Information for relevant offices is included at the end of the checklist.

### Basic Information:

The commencement ceremony is scheduled for **Saturday, December 16<sup>th</sup> at 10:00 a.m., in the DLK/Kachel Fieldhouse.**

### Check List:

- Make sure you have filed your application for graduation. If you still have questions about your graduation status, *then you must contact the Registrar's Office or your specific college immediately.*
  - Arts & Communication – Michael Allsen, 472-1217
  - Business & Economics – College of Business and Economics Advising and Career Services Office, 472-4900
  - Education & Professional Studies – Jillian Smith, 472-1059
  - Letters & Sciences – Deb Klocek, 472-1620
  - Associate of Arts- Lydia Lobrano, 472-1570
  
- Cap & Gown orders: You may place cap and gown orders online through the University Bookstore at [http://www.uwwhitewaterbookstore.com/shop\\_main.asp](http://www.uwwhitewaterbookstore.com/shop_main.asp) (click on *Graduation Regalia*), or in person at the Bookstore. Payment is due at the time of ordering. Prices are subject to change for orders placed after **Friday, October 20, 2017.**
  
- If you are eligible for an honor cord, you may purchase it at the bookstore for **\$10.98 plus tax.** The bookstore will have a list of graduates who qualify to walk with honors.
  
- International sashes are available at the bookstore for **\$37.00 plus tax** for one country (multiple country sashes available for additional \$10 per country). Be sure to order by **Friday, October 20, 2017.**
  
- Pick up your **7 complimentary** commencement tickets at the Center of the Arts Ticket Office. Tickets will be available to graduates from **Thursday, November 16<sup>th</sup> through 3 p.m. Friday, December 15<sup>th</sup>.** The office hours are 9:30 a.m. - 5:00 p.m, Monday through Friday. Your photo I.D. is required. **Tickets are issued only once and, if lost, will not be replaced.** Please note that state law and university policy prohibit you from selling your commencement tickets. Students who sell tickets will be reported to the police, as well as face university disciplinary action, which could affect their degree.
  
- Pick up your cap and gown from the University Bookstore when notified by email or during the week of December 11<sup>th</sup>. Students choosing to participate in the ceremony must wear an approved cap and gown.
  
- The Center for Students with Disabilities asks that any graduate needing accommodation to participate in graduation contact Sara Vogt at [262-472-4711](tel:262-472-4711) no later than **Friday, November 10<sup>th</sup>.**
  
- If you missed your photo opportunity at "Salute to Grads," you will have an additional opportunity for graduation photos. There will be a professional photographer at the graduation ceremony that will take a picture of you as you cross the stage and shake hands with the Chancellor. Specific information regarding the

costs of these services will be forwarded to you from the photographer, Central Valley Studios ([www.cvstudios.com](http://www.cvstudios.com)). You will also have the opportunity to have a family portrait taken to capture the day.

- Attend the **Commencement Briefing on Thursday, December 14<sup>th</sup> at 3:00 p.m.** in the Kachel Fieldhouse. The briefing should answer any remaining questions you may have and it will provide you with any additional information and instructions regarding the Commencement Ceremony.

#### **The Day of Commencement:**

- Pick up your cap and gown if you have not already done so!!! The Bookstore will be open at 8:00 a.m.
- Arrive at the Williams Center/Kachel Fieldhouse by 9:00 a.m. and report to **Gym 1** on the **2<sup>nd</sup> floor**.
- You must check in at the Registrar's table to pick up your name card and photo information.
- **Remember:** Distribute your tickets to family and friends **prior** to the ceremony. Your guests will need tickets to be admitted into the Fieldhouse for the ceremony. **ALL** guests age two and over must have a ticket. Children under two, without a ticket, must sit on someone's lap the entire time.
- **ENJOY THE DAY!!!**

#### **Just a Few Reminders:**

- No food or beverages are permitted at the ceremony.
- All academic requirements must be completed by **January 19, 2018**, or your graduation date will be moved to May 2018.
- The graduation fee is **\$45.00** and will be placed on your student account whether or not you participate in the ceremony.
- Your family will be receiving information about the ceremony in a separate mailing.
- The ceremony will last approximately **2 hours** and **graduates will need to stay for the entire ceremony**.
- All guests must be seated by 9:45 a.m. or they will not be permitted to enter the fieldhouse until after the processional.
- The ceremony will be broadcast live throughout the City of Whitewater via UWWTV. Seating will be available for guests to watch this live broadcast in Timmerman Auditorium in Hyland Hall without a ticket. **DVDs** of the ceremony can be purchased from **UWWTV** (262-472-1332 / [uwwtv@uww.edu](mailto:uwwtv@uww.edu)). An order form can be found at: <http://www.uww.edu/registrar/graduation/commencement-resources> (click on *Commencement Video*)
- In addition, the ceremony will be streamed live on the internet at <http://reslife.uww.edu/stream/>. We encourage anyone who wishes to view the ceremony this way to visit the website ahead of time to ensure that the computer being used is compatible with the program used to broadcast the ceremony.
- Family members and guests must provide their own mobility devices; UWW does not provide wheelchairs or walkers. Handicapped parking is available for those with a state permit; drop off access is provided for all others.

#### **Numbers to Call with Questions:**

- Questions on caps & gowns, announcements – contact the University Bookstore at (262) 472-1281.
- Questions regarding graduation status (undergraduates) – contact Sonia Gambsky in the Registrar's Office at (262) 472-1570.
- Questions regarding the Commencement Ceremony – contact Lydia Lobrano in the Registrar's Office at (262) 472-1570.
- Questions regarding special needs for the ceremony – contact the Center for Students with Disabilities at (262) 472-4711.
- Questions on parking – call Parking Services at (262) 472-1011.

**Once again, CONGRATULATIONS and GOOD LUCK!!!**  
**Commencement is Saturday, December 16,**  
**2017 at 10:00 a.m. in the Kachel Fieldhouse**