



Congratulations Graduate!!

Congratulations on being a candidate for the Fall 2011 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 17th at 10:00 a.m. in the Kachel Fieldhouse.**

Check List:

- Make sure you have filed your application for graduation. If you have questions about your graduation status *then you must contact the Registrar's Office or your specific college immediately.*
 - A&C – Robert Mertens, 472-1324
 - Business – Jan Olson, 472-4900
 - Education – Winther Hall Information Desk, 472-1184
 - L&S – Elizabeth Hachten, 472-1620
- Cap & gown orders: You may place cap and gown orders through the University Bookstore at the *Salute to Grads* event on October 5th, online (http://www.uwwhitewaterbookstore.com/shop_main.asp – Click on *Graduation Regalia*), or in person at the store. Payment is due at the time of ordering. There is a \$10 late fee for Orders placed after **Friday, October 21, 2011.**
- If you are eligible for an honor cord, you may purchase it at the Bookstore for \$8.95 plus tax. The Bookstore will have a list of graduates who qualify to walk with honors.
- International sashes are available at the bookstore for **\$31.00 plus tax** for one country. Be sure to order by **Friday, October 21, 2011.**
- Pick up your **7 complimentary** commencement tickets at the Center of the Arts Ticket Office. Tickets will be available to graduates from **Monday, November 21st through Friday, December 16th.** The office hours are 9:30 a.m. - 5:00 p.m. *On Friday, December 16th, the Ticket Center will stop dispensing graduation tickets at 3:00 p.m.* 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 during the week of Monday, December 12th. Students choosing to participate in the ceremony must wear an approved cap and gown.
- The Center for Students with Disabilities asks that any graduate with a disability (permanent or temporary) that needs an accommodation contact Patty Beran at [262-472-4711](tel:262-472-4711) no later than Friday, November 18th.

DEAN OF STUDENTS OFFICE

Hyer Hall, Room 200 • 800 West Main Street • Whitewater, WI 53190-1790
Phone 262-472-1533 • Fax 262-472-1275

- ❑ 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). You will also have the opportunity to have a family portrait taken to capture the day.
- ❑ Attend the **Commencement Briefing** on Thursday, **December 15th** 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 **2nd 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 to 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 23, 2012**, or your graduation date will be moved to May 2012.
- The graduation fee is **\$37.00** 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 – 2 ½ 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 Cable 19. Seating will be available for guests to watch this live broadcast in Drumlin Hall without a ticket. **DVDs** of the ceremony can be purchased from **Cable 19** (262-472-1332 / uwwtv@uww.edu).
- In addition, the ceremony will be streamed live on the internet at: www.pennatlantic.com .

Numbers to Call with Questions:

- Questions on caps & gowns, announcements – contact the University Bookstore at (262) 472-5632.
- Questions regarding graduation status (undergraduates) – contact the Registrar’s Office at (262) 472-5179.
- Questions regarding special needs for the ceremony – contact The Center for Students with Disabilities at (262) 472-4711.
- Questions re: Commencement Ceremony – contact the **Dean of Students Office** at (262) 472-1533.
- Questions on parking – call Parking Services at (262) 472-1011.

Once again, CONGRATULATIONS and GOOD LUCK!!!
Commencement is Saturday, December 17, 2011
at 10:00 a.m. in the Kachel Fieldhouse