**PLEASE READ CAREFULLY**

Commencement Ceremony Information

We are happy to share news with you about your participation in the May 2019 commencement ceremony. If your plans have changed and you no longer intend to participate, please inform the Office of Graduate Studies at (262) 472-1006 or (800) 628-4559, gradschl@uww.edu, immediately.

**THERE ARE TWO SEPARATE CEREMONIES IN MAY 2019**

The commencement ceremonies are scheduled to be held in the Kachel Fieldhouse on **Saturday, May 18, 2019**, at **10:00 a.m.** and at **3:00 p.m**. Ceremony check-in will begin at **8:00** **a.m.** for the morning ceremony (**College of Arts and Communication, and College of Business and Economics)**, and **1:00 p.m.** for the afternoon ceremony **(College of Education and Professional Studies, and College of Letters and Sciences)**. **A list of degrees and their corresponding college is included with this letter.**

1. Graduates need to be assembled in Gym I NO LATER than 9:00 a.m. and 2:00 p.m., respectively. Ceremony participation is voluntary. A campus map (online and printable), in addition to directions, is available at: <http://www.uww.edu/campus-info/map-and-directions>.
2. If you choose to participate, there will be a formal academic procession in which you march in cap and gown. You can order caps, gowns, and hoods at the ***Salute to Grads*** event which will take place on Tuesday, March 5th from 11:00 a.m. – 6:00 p.m. and Wednesday, March 6th from 11:00 a.m. to 6:00 p.m. in the University Bookstore, located in Moraine Hall, or you can also order online at <http://www.uwwhitewaterbookstore.com/> (click on *Information)* no later than Friday, March 22, 2019. **If you would like to call in your order, or have any questions regarding your regalia order, please contact Jane Crouch at (262) 472-1281.** If you order late, prices are subject to change and you will not be assured of a cap and gown in the proper size. You must have a graduate gown, hood, cap, and tassel if you participate in the ceremony.
3. Caps and gowns can be picked up at the Bookstore May 13 through May 17, 2019, during Bookstore hours, which are 8:00 a.m. - 6:00 p.m., Monday through Thursday, and 8:00 a.m. - 4:15 p.m., Friday. Marching instructions are included in your cap, hood, and gown packet. **There will be NO hooding at the ceremony; instead, each student will march wearing their hood. Hood assistance will be available prior to line-up.**
4. You will receive seven (7) complimentary tickets that your guests will need for admission into the Fieldhouse. Tickets for the May commencement ceremony may be picked up, with a picture ID, at the **Ticket Office in the Center of the Arts** (located in the atrium) beginning April 15, 2019, and must be picked up by 3:00 p.m. on Friday, May 17th. Their hours are 9:30 a.m. to 5:00 p.m., Monday through Thursday, and 9:30 a.m. to 3:00 p.m. Friday. **Tickets are issued only once and, if lost, will not be replaced.** **Only students who indicated on their Application for Graduation that they are participating in the May ceremony will be issued tickets. If you cannot come in person to pick up tickets, they can be mailed to you with a written letter or e-mail to the School of Graduate Studies (gradschl@uww.edu), expressing your desire to have them mailed.**
5. A room near the fieldhouse will be available for family with children. (Please note that strollers are not permitted in the fieldhouse but can be checked in prior to 9:45 a.m.) Umbrellas and drinks are not permitted, either.
6. Audience members must be seated in the fieldhouse **by 9:45 a.m. and 2:45 p.m., respectively.** Late-comers will only be seated after faculty, the chancellor’s party, and graduates have marched into the fieldhouse and have been seated.
7. Custom announcements may be ordered through Jostens by calling 1-800-353-5299 or by visiting their website (www.jostens.com) or by visiting their booth at ***Salute to Grads*** on March 5th and 6th from 11:00 a.m. – 6:00 p.m., in the University Bookstore.
8. If you are a graduating student with a disability and will need an accommodation for graduation, please contact the Center for Students with Disabilities prior to the graduation ceremony at 262-472-4711. It is recommended students contact CSD **at least 4 weeks in advance of the ceremony**. The fieldhouse has accessible seating and a sign language interpreter will be interpreting the ceremony.
9. A commencement training video is available at: <https://www.youtube.com/watch?time_continue+20&v=uzYeTwV7kZ0>
10. A professional photographer will be taking pictures of each graduate as they shake hands with the Chancellor. You will be asked to fill out an identification card prior to the ceremony and present it to their representative when you have your photo taken. Proofs will be sent to your home and photos may be purchased to commemorate the ceremony. The photographer will also be available immediately following the ceremony to take your photo in cap, hood, and gown, and photos with your family and friends.
11. Diplomas for May graduates will be mailed to students  **by the end of August and by early November for August graduates**. If you need verification of your degree, you may order a degree-bearing transcript from the Registrar’s Office (be sure to check AFTER DEGREE IS POSTED on the request form). <http://www.uww.edu/registrar/records-transcripts>

If you have any questions, please contact the School of Graduate Studies Office, Roseman Building, Room 2013, (262) 472-1006 or (800) 628-4559.

 **10:00 A.M. CEREMONY**

**College of Arts and Communication College of Business and Economics**

Communication Accounting

 Applied Economics

 Business Administration

 Environmental Safety & Health

 School Business Management

 **3:00 P.M. CEREMONY**

**College of Education and Professional Studies College of Letters and Sciences**

 Business and Marketing Education School Psychology

 Communication Sciences and Disorders Education Specialist

 Counselor Education Computer Science

 Professional Studies Social Work

 Special Education