

IMPORTANT INSTRUCTIONS FOR GRADUATES!

PLEASE READ IN ITS ENTIRETY

There will be a **Mandatory Practice** session at **5:00 p.m. on Friday, April 28th**, at the **Boman Fine Arts Center**. If you are unable to make it, please e-mail the Office of the University Registrar at Registrar@waldorf.edu to let them know you will not be able to attend. Below is important information about your graduation day, so please read these instructions carefully. All questions or concerns should be directed to the Office of the University Registrar.

Residential Cap & Gown Pick-Up:

Residential: Salveson Hall, Basement North, Warrior Room – April 17th – 9:00 am – 11:30 am
Salveson Hall, Basement North, Warrior Room – April 18th – 9:00 am – 11:30 am
Salveson Hall, Basement North, Warrior Room – April 24th – 10:00 am – 1:00 pm
Online: Salveson Hall, Basement North, Warrior Room – April 28th – 11:00 am – 12:00 pm
All: Boman Fine Arts Center – April 28th – 4:00 pm – 6:30 pm
Boman Fine Arts Center – April 29th – 8:00 am – 9:00 am

1. **Baccalaureate will be held on Friday, April 28th at 6:30 p.m. at the Boman Fine Arts Center.**
You should meet in the Lobby of the Hanson Fieldhouse at **6:30 p.m.** in your cap and gown, ready to process. Please see the above Cap and Gown schedule for available pick-up times. You will process in pairs; however, there is no special processional order for this service. If there is someone you wish to sit with during the service, have them line up in front or behind you.

❖ The ceremony is primarily for students; however, family and friends are welcome to attend. Those that wish to attend the ceremony may sit in the Boman Fine Arts Center Auditorium in the non-reserved sections.
2. **Commencement Ceremonies will be held at the Boman Fine Arts Center on Saturday, April 29th at 10:00 a.m. and 2:00 p.m.. You MUST meet at the east ½ of the Hanson Fieldhouse gym 1.0 hour before your ceremony begins.** Bring your cap and gown in the gym or arrive fully dressed in your cap and gown. Please arrive on time as official Commencement pictures will be taken during this time. You will process in an organized order by your degree program and be directed to your seats by the Faculty Marshals. Please see the supplements at the end of these instructions for your Ceremony assignment.
3. Choir members will march in the processional and recessional, leaving your seats to sing with the choir at the proper time, returning to your seats immediately following. Band members will play the processional and recessional and will go to their saved seats following the processional.
4. At the appointed time the Vice President for Academic Affairs (VPAA), will come to the rostrum and direct the graduates (those receiving Associate's degrees are first, followed by Bachelor of Arts, Bachelor of Applied Sciences, Bachelor of Sciences, and Masters) to rise. He will say a few words indicating that you have completed the requirements for graduation. Remain standing while the VPAA recommends you for your degree and then the Board of Trustee Representative will confer the degrees by stating: "By the authority vested in me by the Board of Trustees of Waldorf University, I do hereby confer upon you the degree or certificate to which you are entitled with all the rights, privileges and responsibilities pertaining thereto."

5. After these words, the first row of graduates will move down the aisle, behind and around the stage. Others will remain sitting down. (Faculty Marshals and behind the Stage Ushers will be there to assist and direct you.)
6. As you approach the VPAA, you will hand him your *Lifetouch* announcement card with your name and the phonetic spelling of your name for pronunciation purposes. As the VPAA reads your name, walk across the stage (savoring every moment). President Alsop will present you with your Waldorf University degree. (You will pause to shake hands, receive your diploma cover, and take an official photo) Continue to walk the line to be congratulated by the President, the Chair of the Board of Trustees, and the Alumni Association President as you proceed across the stage (You may pause for additional photos) You will exit the stage and return to your seat. (Faculty Marshals and behind the Stage Ushers will be there to assist and direct you.)
7. We will repeat steps 4-6 for the Master of Arts and Master of Education degree programs for both Commencement classes. Masters students will pause prior to greeting President Alsop for the awarding of their Master's Hood.
8. For the recessional, those on the Dias will go out first, then the faculty, and then the graduates in single file by rows. Faculty Marshals will direct you.
9. The faculty will form a receiving line as you recess, please pass through this receiving line and feel the Warrior love.
10. **Miscellaneous Considerations:**

A. ALL GRADUATES ARE EXPECTED TO ATTEND COMMENCEMENT CEREMONIES, unless excused by the VPAA. Written requests for excuses must be filed in the Office of the University Registrar.

- ❖ **SEATING & TICKETS:** Please make sure your family and guests have their tickets for the Commencement Ceremony. Graduates will need to pick up your Commencement Ceremony tickets on or prior to Saturday, April 29th between the hours of 9:00 a.m. and 11:00 a.m. in the Hanson Fieldhouse Lobby. Tickets issued to you are based on the number you requested.
- ❖ **SEATING:** Seating for guests in the Boman Fine Arts Center auditorium is limited based on ticket request. There will be Waldorf University Usher Staff to assist family and guests. There will be over-flow seating available in the Boman Fine Arts Center Mezzanine on the second floor. The Commencement Ceremony will be "live-streamed" into the Mezzanine.

B. CAPS & GOWNS: Caps and gowns may be picked up according to the Cap and Gown Schedule on page one. Following Commencement, you may return your Oak Hall **GreenWeaver®** cap and gown to the Oak Hall Cap & Gown Recycling Box which will be located in the Boman Fine Arts Center Art Gallery. Otherwise, the cap and gown are yours to keep with Waldorf University's compliments and as a memento in celebration of your academic journey at Waldorf University. Questions or concerns should be addressed to the Office of the University Registrar.

- ❖ Waldorf University is proud to provide you with the Oak Hall **GreenWeaver®** Cap & Gown for your baccalaureate and commencement celebration. The Office of the University Registrar, as part of Waldorf University's effort to be more environmentally friendly, looked for a new cap and gown supplier that was on the forefront of sustainable initiatives when our prior supplier retired after more 25 years of service. The **GreenWeaver®** cap and gown set uses, on average, 23 to 27 recycled plastic bottles in its creation. The entire cap and gown package is made from 100% post-consumer plastic bottles. If you choose to turn your cap and gown back in at the conclusion of the ceremonies, it will be returned to Oak Hall to be recycled – turned back into thread and made into a new cap and gown. Another awesome point about the **GreenWeaver®** is that the entire product is made in Salem, Virginia.
- ❖ Corsages or non-approved accoutrements are **NOT** to be worn on academic attire. Caps should be worn as level as possible with the tassel on the **left front side**. It is not transferred at any point in the ceremony. **This is a dignified dress-up affair**, something of which you, your fellow classmates, your parents and Waldorf University wants to be proud of, so dress appropriately. **DO NOT CHEW GUM DURING THE CEREMONIES!**
- ❖ You may decorate your cap for the celebration. **THE USE OF LANGUAGE OR SYMBOLS THAT ARE OR CAN BE VIEWED AS FOUL, OFFENSIVE, ABUSIVE, RACIST OR INCONSIDERATE WILL NOT BE TOLERATED.** You will be removed from the ceremony and may receive disciplinary action.
- ❖ At **Baccalaureate**, men's caps are removed after the opening processional hymn and remain off throughout the service. They are put on just prior to the recessional hymn. At **Commencement**, men's caps are removed only for the opening invocation and are kept on the rest of the time. Women's caps stay on through both ceremonies and never removed.

- C. ANNOUNCEMENTS:** The Waldorf University Bookstore has Official Graduation Announcements available. These announcements are not personalized; however, if you would like your very own personalized graduation announcements, you may order them through <https://www.cbgrad.com/school/WAL>
- D. LUNCH:** A special Commencement Lunch will be available in the Waldorf University Dining Hall between the hours of 11:00 a.m. and 1:00 p.m. for those that are interested. The cost is \$8.00 per person (children ages 0-5 are free, ages 6-11 are \$4.00) Please visit the Dining Hall to purchase your tickets or just come on over. Everyone is welcome!! **Other Options:** In Forest City, there are other foodie options available within a 5 minute or less driving distance – Subway (Limited Dine-In or Take-Away), Ay Jalisco (Dine-In or Take-Away), Golden Chopsticks (Dine-In or Take-Away), Shooterz (Dine-In or Take-Away), A&W (Dine-In or Drive-Thru), Cabin Coffee Co. (Limited Dine-In and Take-Away), Hy-Vee Deli (Dine-In and Take-Away), and Taco Jerry's/Borderline Pizza (Dine-In or Take-Away).
- E. PHOTOS:** At Commencement, the left front area of the stage is available for photographers. Please advise family/friends who plan to take pictures from that location to be as quiet, considerate and brief as possible. Professional photographers will also be taking your picture as you receive your diploma from President Alsop.

- F. There may be some changes in those graduating with honors from that shown in the program; as grades are not submitted until after commencement ceremonies; your final diploma and transcripts will reflect the true and accurate final honors, where applicable.
- G. Since final grades are not yet calculated, you will be given only a degree cover during Commencement. Your class will be the official graduating class to receive the official e-diploma along with your official degree parchment. Waldorf University is one of three institutions in the State of Iowa utilizing e-diplomas in conjunction with official degree parchment diplomas. The e-diplomas will be e-mailed to you once your degree program has been completed. Then your official degree parchment will follow in about 14 business days once your final audit has been completed. Your degree credentials will be mailed to the address on file, unless you have notified the Office of the University Registrar otherwise. The e-diploma can be downloaded to any social media or for your own use. It is blue ribbon certified by a third party so any employer can verify its authenticity. This is an exciting new adventure for Waldorf graduates in 2023.
- H. If you need to have a final transcript of your credits sent to any college/university or employer, you may visit the Waldorf University website to submit a request online [<https://www.parchment.com/u/registration/32403/institution>] Reminder: Your diploma and transcript cannot be released until all balances are current with the University Business Office and all loan exit interviews have been completed.

Remember – Have a Good Time & Smile!
This is your day!

Waldorf – Peace – Love

