

IMPORTANT INSTRUCTIONS FOR GRADUATES!

PLEASE READ IN ITS ENTIRETY

There will be a Mandatory practice session at 1:30 p.m. on Friday, May 6th, 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. All times are Central Standard Time (C.S.T.).

1. **Baccalaureate will be held on Friday, May 6th at 4:00 p.m. at the Boman Fine Arts Center.** You should meet in the Lobby of the Hanson Fieldhouse at **3:30 p.m.** in your cap and gown, ready to process. ****Caps and gowns may be picked up in the Boman Fine Arts Center between 9:00 a.m. and 2:00 p.m. Friday afternoon, May 6th.** 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. Masks are optional
 - ❖ 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 non-reserved seating area. Please remind them masks are optional and attempt to social distance for health purposes, if they wish.
2. 10:00 AM (AA & BA Degrees) - - **Commencement Ceremony will be held at the Boman Fine Arts Center on Saturday, May 7th at 10:00 a.m. You MUST meet at the Hanson Fieldhouse gym by 9:00 a.m.** Bring your cap and gown and dress in the gym or arrive fully dressed in your cap and gown. Please arrive on time as official Commencement pictures may be taken during this time. Masks may be worn. You will process in an organized order and be directed to your seats by the Faculty Marshals.
3. 2:00 PM (BAS, BS, MA & Med Degrees) - - **Commencement Ceremony will be held at the Boman Fine Arts Center on Saturday, May 7th at 2:00 p.m. You MUST meet at the Hanson Fieldhouse gym by 1:00 p.m.** Bring your cap and gown and dress 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. Masks may be worn. You will process in an organized order and be directed to your seats by the Faculty Marshals.
4. 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.
5. 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, and Bachelor of Sciences) 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."

6. After these words, the first row of graduates will move down the side aisle, behind and around the stage. Others will remain sitting down. (Faculty Marshals will be there to assist and direct you.)
7. 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 for an official photo) Then 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. A *Lifetouch* photographer will be there to take another official graduate photo of you along the way.
8. We will repeat steps 4-7 for the Master of Arts and Master of Education degree programs for both Commencement classes with one exception. You will stop short of President Alsop for the Hooding by the Vice President for Online Operations.
8. For the recessional, those on the Dias will go out first, then the faculty, and then the graduates in single file by rows. The 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 no later than May 1st.

- ❖ **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 Friday, May 6th between the hours of 9:00 a.m. and 2:00 p.m. in the Boman Fine Arts Center Lobby. Tickets issued to you are based on the number you requested.
 - ❖ **SEATING:** Seating for guests in the Boman Fine Arts Center is limited in the auditorium; however, there will be over-flow seating available in the Mezzanine with “Live” closed caption television of the ceremony.
- B. **CAPS & GOWNS:** Caps and gowns may be picked up in the Boman Fine Arts Center Lobby as early as 9:00 a.m. on Friday, May 6th, but no later than 2:00 p.m., unless prior arrangements have been made with the Office of the University Registrar (Registrar@waldorf.edu). Following Commencement Ceremonies, 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 Lobby. 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, USA.
 - ❖ Corsages 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. **LUNCH:** In Forest City, there are various food options available within a 5 minute or less walking and driving distance – Waldorf University Dining Services (Dine-In), Subway (Limited Dine-In or Take-Away), Ay Jalisco (Dine-In or Take-Away), Shooterz (Dine-In or Take-Away), A&W (Limited Dine-In or Take-Away), Scoopy Doo's Ice Cream & More (Limited Dine-In and Take-Away), 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).
- D. **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.
- E. 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.
- F. Since final grades are not yet calculated, you will be given only a degree cover during Commencement. Your degree parchment will be mailed to you once your degree program 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. This process may take up to 8 - 10 business weeks due to the specialized gold and purple foil print on the parchment.

- G. 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.
- H. **BOOKSTORE:** The Waldorf University Bookstore will be open to all students and families on Friday, May 6th from 9:30 a.m. to 3:30 p.m. and on Saturday, May 7th from 9:00 a.m. to 3:00 p.m., C.S.T.
- H. **CONTACTS:** Office of the University Registrar: 800-2992-1903, extension 8696
Office of the Online Registrar: 877-267-2157, extension 7756
Business Office: 800-292-1903, extension 8135
Office of Financial Aid: 800-292-1903, extension 8120
Waldorf University Bookstore: 641.585.8159 | Bookstore@waldorf.edu

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

Waldorf – Peace – Love

