INSTRUCTIONS FOR ASSOCIATE’S AND BACHELOR’S DEGREE STUDENTS

COMMENCEMENT 2016

The seating chart and processional order for graduating students will be posted at www.widener.edu/commencement on Thursday, May 19. Download the chart and become familiar with these instructions before commencement!

If you are an August or December 2015 graduate and did not submit a web form indicating your participation in the Commencement ceremony, please call 610-499-4110 or e-mail commencement@widener.edu immediately.

1. All students who are graduating are presented with diplomas during the ceremony. Therefore, IT IS ESSENTIAL THAT EACH CANDIDATE FOR GRADUATION BE IN THE PROPER POSITION IN THE STUDENT PROCESSION. Students out of order will receive the wrong diploma.

2. If the weather is nice, Commencement will be held on Memorial Field (behind Wolfgram Library). Graduates will line up in the area between Wolfgram Library, Kapelski Learning Center, and Founders Hall. The graduates will form in two columns, which correspond to the sections and rows of chairs on the field. Column “B” will form in a single line on the sidewalk south of Wolfgram Library, which runs between Alumni Auditorium and Walnut Street. Column “A” will form in a single line along the sidewalk from Alumni Auditorium toward Hyatt Hall (14th Street). When the procession begins, columns “A” and “B” will merge and march two across along the walkway between Alumni Auditorium and Founders Hall, through the Dome sculpture in Bown Garden, down the ramps, and into the seating area.

Prior to Saturday morning, find your place in the Order of Procession/Seating Chart, which will be available online by Thursday, May 19, at 1 p.m. It is easiest to use the “search” function for your name and then simply note your column/section and row (e.g., A-1, A-2, etc.) and seat number. Print out the chart, mark your place, and bring it with you on Saturday. When reading the chart, keep in mind the following approximate seating locations:

- Engineering candidates (bachelor’s) are in section A.
- Arts and Sciences candidates (BA, BS) are in section A.
- Business Administration candidates (BS) are in section A.
- Nursing candidates (BS) are in sections A and B.
- Hospitality Management candidates (BS) are in section B.
- Human Service Professions candidates (bachelor’s) are in section B.
- Education and Continuing Studies (formerly University College) candidates (BA, BS, associate’s) are in section B.

Candidates are organized alphabetically by degree, with May graduates and approved walk-throughs listed first, then December and August 2015 graduates.

Blank spaces in the Order of Procession/Seating chart are deliberate empty seats and must be left empty.

On Saturday morning, a faculty member will be in your assigned line-up area to help determine which students are present and check on the order to ensure proper distribution of diplomas. You must be in your proper place in line by 9:00 A.M. Only in this way can we ensure a smoothly functioning ceremony.

3. The grand marshal and lead marshals will lead you through the Bown Garden and onto the field to your seats. The seat rows will be numbered to assist you. Please be certain to take the seat in the row and position indicated on the Order of Procession/Seating Chart; i.e., if you are assigned to seat 8 in row B-5, take that seat no matter what. If the person who was assigned seat 7 in row B-5 is absent simply leave that seat vacant. When you reach your seat, remain standing until the Platform Party is in place, and the National Anthem and Invocation are completed.

4. After the honorary degrees have been conferred, Provost Wilhite will ask all candidates to rise. He will say a few words and then instruct you to re-take your seats. At this point, Dean Akl will stand at the podium. THE FIRST ROW of candidates for the degree of Bachelor of Science in Biomedical Engineering should rise and come forward to the platform. Dean Akl will call each engineering candidate to the podium. The candidate receives his or her diploma from President Wollman, shakes her hand, and returns to his or her seat from the same direction he or she entered the row originally in the Commencement procession. Please sit down once you have returned to your seat.

5. When only four candidates are left at the base of the ramp, the next row rises and proceeds in the same manner. This process is repeated until all candidates have received their diplomas. Each candidate’s name will be called by the appropriate dean (Dean Akl for Engineering, Dean Meagher for Arts and Sciences, Interim Dean Morgan for Business Administration, Dean Dzurec for Nursing, Dean Silver for Human Service Professions, and Dean Fitzgerald for
Education, Hospitality, and Continuing Studies). There will be no break in the action as the deans move to and from the podium. Whenever there are only four candidates left at the base of the ramp, the next row rises and moves to the platform, even though the candidates on that row may be in a different school or college from those in the preceding row.

6. **Please note:** There will be two lines marked on the ramp to the podium showing you where to stop before your name is called. Please move up to the next marked line when the student in front of you has moved ahead.

7. When the last degree candidate has been seated, Provost Wilhite will ask ALL degree candidates to rise. President Wollman will then read a statement conferring your degrees, after which you should re-take your seats.

8. In the event of inclement weather, Commencement will be held in Schwartz Athletic Center, in the Field House. IN THIS CASE, THERE WILL BE NO STUDENT PROCESSION! Each candidate should go directly to his or her seat in the Field House. The seats will be arranged exactly as on the Quadrangle. Each seat will be numbered and a faculty marshal will be present to assist you. You MUST BE IN YOUR ASSIGNED SEATS BY 9:15 A.M.

**IF COMMENCEMENT IS HELD IN SCHWARTZ, BE SURE TO ALLOW EXTRA TIME TO ARRIVE AT THE GYM.**

9. After you have received your diploma and re-taken your seat, look at the name on the diploma tube. If you and your fellow graduates have been studiously careful in lining yourselves up in an orderly manner consistent with the above instructions, the name on the diploma will be yours. However, in the event that you have received an incorrect diploma, you should proceed to the Registrar’s Office after the Commencement Exercises are completed. **DO NOT** take the diploma out of the tube for any reason if you suspect that it is not yours; the diploma can be easily damaged when attempting to replace it. (Mid-year graduates and August 2016 walk-throughs will receive an empty tube.)

10. Any questions about these instructions should be directed to the office of the associate provost at 610-499-4110 or Assistant Dean Platt at 610-499-4187 before Commencement morning.

**ADDITIONAL INFORMATION**

- Please be aware that other colleges in the area are also having their ceremonies and that traffic may be heavy. Most traffic will come to campus via I-95 so expect significant congestion and allow more time. Students not in line on time may not receive a diploma and may have to be among the last to walk across the platform.
- **Do not bring or carry balloons, balls, alcohol, air horns, noise making devices, disruptive items, children, or pets.** (Children may sit with a family member in the audience.)
- There will be a Commencement program on each graduate’s seat.
- Wear appropriate clothing underneath your academic attire. Dress for the weather. If it is sunny, the seating area can become very warm; use sunscreen. If it rains on Friday or early Saturday morning, the grass may be damp and the field soft, so select shoes accordingly. We advise that you do not wear pointy heels! You will be walking across the college seal beneath the Dome sculpture. The seal is uneven, so please be careful.
- If you arrive while graduates are still getting into line and you cannot find your place, come to the small tent near the Field House or the center aisle at the back of the field. The seats will be arranged exactly as on the Quadrangle and someone will assist you.
- **If you are delayed and arrive after the ceremony has started, go to the center aisle at the back of the field near Academic Center North; there will be a Commencement official there who will direct you to your seat.**

**Share Your Commencement Pride**

- Like us on Facebook ([www.facebook.com/wideneruniversity](http://www.facebook.com/wideneruniversity)) and follow us on Twitter ([twitter.com/WidenerUniv](http://twitter.com/WidenerUniv)).
- Get your profile, cover photo, and shareable images on our Facebook page.
- Use the hashtag #widener2016 when posting your commencement-related tweets and photos on Twitter and Instagram.
- Check out our graduation photo albums on Flickr and videos on YouTube.

**Important Security Precaution: No Backpacks, Large Purses, Bags, Etc., at Graduation**

The safety of our students, staff, faculty, and guests is important. In light of recent national events, we are requesting that all graduates and their guests refrain from bringing bags, backpacks, large purses, or containers to graduation events. Please leave these items at home or in your vehicle. Diaper bags are an exception, but are subject to search. For the safety and security of our community, Campus Safety officers may search any bags and containers that are brought to graduation events. Please do not leave your belongings unattended at any time. Report any unattended bags or suspicious packages to a Campus Safety officer. These security precautions are for your protection.