



# WEST LIBERTY UNIVERSITY

Registrar's Office  
208 University Drive  
College Union Box 145  
West Liberty, WV 26074

Phone: 304-336-8007  
Fax: 304-336-8220  
Toll-Free: 866-West-Lib  
[registrar@westliberty.edu](mailto:registrar@westliberty.edu)

**TO:** Participants in Spring 2019 Commencement  
**FROM:** Scott A. Cook, Registrar  
**DATE:** April 9, 2019

Congratulations as you approach graduating from West Liberty University!

The following information is very important for all participants in the Spring 2019 Commencement.

**Please Read Carefully!**

Commencement will take place Saturday, May 4 at 11:00 a.m. in the Academic Sports and Recreation Complex (ASRC), with a band concert beginning at 10:30 a.m. There will be no assigned seating for guests. The ASRC will not open until 9:30 a.m. so we recommend that any early arriving guests wait in the College Union. Parking lots are located behind the ASRC. [Please see the enclosed map for additional parking lots and entrances to the campus.](#) Visitors are permitted to park in any of the designated parking lots during Commencement. Students and guests may enter the ASRC from the rear entrance.

There will be shuttle vans available to assist those needing help getting to the ASRC. Signs will be posted at the pick-up locations. If you need special seating (i.e. wheelchairs), please see one of the ushers located on the arena floor. There are handicapped parking spaces between the football field and the ASRC, as well as between the College Union and Arnett Hall.

**Reception:**

Following the Commencement Program, President Stephen Greiner will hold a reception for graduating seniors, their parents and friends. The reception will be held in the College Union.

**Commencement Line:**

We will begin to assemble the lines for the processional at 10:15 a.m. in the ASRC. The processional will begin promptly at 11:00 a.m. Graduates need to report to their assigned area listed below no later than 10:15 a.m.

**GARY E. WEST COLLEGE OF BUSINESS:**      Room: AS3B (Second Level – ASRC)

- All Business Administration Majors

**COLLEGE OF EDUCATION:**      Room: Football Locker room (Second Level – ASRC)

- Athletic Training Majors
- Community Education Majors
- Elementary Education Majors

- Middle Childhood Education Majors
- Health and Physical Education Majors
- Exercise Physiology Majors

**COLLEGE OF LIBERAL ARTS:****Room:** Wellness Center (Third Level – ASRC)

- Criminal Justice Majors
- Political Science Majors
- English Majors
- English Education Majors
- Comic Studies Majors
- Social Studies Education Majors
- Geography & Planning and History Majors
- Interdisciplinary Studies Majors (or with College for respective major within Interdisc program)
- Social Work Majors

**COLLEGE OF ARTS & COMMUNICATION:** **Room:** AS3A (Second level – ASRC)

- Art Education Majors
- Music Majors
- Communication Majors (Advertising, Broadcasting, Comm Studies, Journalism, Public Relations)
- Creative Arts Therapy
- Digital Media Design
- Visual Communication Design Majors
- Music Education Majors
- Theatre Majors

**COLLEGE OF SCIENCES:****Room:** Men's Locker Room (Second Level – ASRC)

- Biology Majors
- Biology Education Majors
- Chemistry Majors
- Chemistry Education Majors
- Dental Hygiene Majors
- General Science Education Majors
- Mathematics Majors
- Mathematics Education Majors
- Medical Laboratory Science Majors
- Nursing Majors
- Pre-Professional Speech Pathology/Audiology
- Psychology Majors

**MASTER DEGREE GRADUATES:****Room:** Women's Locker Room (Second Level – ASRC)

- Master of Arts in Education
- Master of Arts/Master of Science in Biology
- Masters in Business Administration
- Master of Professional Studies
- Master of Science in Criminology

**SCHOOL OF PROFESSIONAL STUDIES:** **Room:** Hallway by Racquetball Courts (Third Level – ASRC)

- BA in Organizational Leadership Majors
- Bachelor of Applied Science Majors
- Regents' BA Degree Majors

There will be workers to help you find your place in line. Detailed instructions will be given to you upon your arrival.

**Cap and Gown:**

Prior to Commencement, you will need to pick up your graduation apparel. You can do this at the Graduation Fair (at the Highland Center April 9 or on campus April 11). If you cannot attend the fair, you can pick up your cap and gown at the bookstore on or after April 15. You will be able to keep your cap and gown (the cost is included in your graduation fee). The Bookstore hours are listed below.

Monday – Friday .....8:00 a.m. - 4:00 p.m.

Saturday, May 4 .....9:00 a.m. – 10:00 a.m.

**Graduation Fee:**

Each student must pay a graduation fee of 125.00. If you are graduating with two degrees, the fee is \$130.00. Master Degree students pay \$150. Graduation applications received after December 14, 2018, are charged a \$110.00 late fee. This fee is charged to all graduating students, regardless of participation in Commencement, and must be paid prior to Commencement.

**Conferring the Degrees:**

During the Commencement Program, each student will be awarded his/her degree individually; however, you will receive a certificate of participation, not the diploma. Please verify the accuracy of your permanent address in *WINS* under “personal information”. If your address is not correct, submit the data change form online under the Registrar’s page.

At the time you line up in the ASRC, you will receive an index card with your name on it. During the program, as you approach the stage to receive your degree, this card must be given to the person announcing the names. You will then proceed to the stage where the President will greet you, and the Provost will present you with your Certificate of Participation. After you receive your certificate, please return to your chair and be seated.

During the Commencement exercise, the University will permit a professional photographer from Grad Images to take a photograph of each graduate as he or she steps onto the stage to shake hands with the President of the University. A second photograph will be taken after each student exits the stage. The photographer’s studio will provide proofs to the graduate for the purpose of taking a sales order. The University derives no monetary benefit from this service. We allow it as a possible benefit to the families who are unable to obtain satisfactory photographs of the graduates. Please see the enclosed insert from Grad Images.

**REMINDER:** Have you done all of the following?

- Paid your graduation fees
- Taken the Praxis II/PLT (Education majors only)
- Cleared all debts to the university at the Business Office
- Returned all materials to the Library
- Applied for certification (Education majors only)
- **Completed the exit interview if you had a Perkins Loan** (Complete online at [www.esi.net](http://www.esi.net))
- **Completed the exit interview if you had a Direct Loan** (complete on-line at [www.studentloans.gov](http://www.studentloans.gov) and click on exit counseling).

If you have any questions pertaining to Commencement, please contact Mrs. Amy Balog in the Registrar’s Office at 304-336-8127.

## Congratulations, Graduates!

GradImages® will be photographing all graduates at the upcoming graduation ceremony. Visit our website, [www.gradimages.com](http://www.gradimages.com), and click on **Pre-Event Email Registration**. Enter your email and up to 6 emails of loved ones who would like to share in your accomplishment by viewing and ordering your photos.

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