TO: Participants in Fall 2021 Commencement  
FROM: Stephanie North, Registrar  
DATE: November 16, 2021

Congratulations as you approach graduating from West Liberty University!

The following information is very important for all participants in the Fall 2021 Commencement. Please Read Carefully!

Masks will be required to be worn by all graduates and guests attending the ceremony.

Commencement will take place Saturday, December 11 at 11:00 a.m. in the Academic Sports and Recreation Complex (ASRC). 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.

The ceremony will be televised on TopperStation, and streamed on our website for friends and family who are unable to attend.

Guests:

Due to ongoing safety concerns, guests will be limited to six for each graduate, however, tickets will not be required. COVID-19 guidelines must be followed (wearing masks, socially distancing and frequently washing hands). We will have seats marked in the arena for guest seating.

Reception:

Following the Commencement Program, President W. Franklin Evans 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
- All School of Professional Studies (BA in Organizational Leadership Majors, Regents’ BA Degree Majors)

**COLLEGE OF EDUCATION & HUMAN PERFORMANCE:**  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 & CREATIVE ARTS:**  Room: AS3A (Second level – ASRC)
- Communication Majors (Advertising, Broadcasting, Comm Studies, Journalism, Public Relations)
- Creative Arts Therapy
- Criminal Justice Majors
- Digital Media Design
- Political Science Majors
- English Majors
- Comic Studies Majors
- Geography & Planning and History Majors
- Interdisciplinary Studies Majors (or with College for respective major within Interdisc program)
- Music Majors
- Social Work Majors
- Sociology Majors
- Theatre Majors
- Visual Communication Design Majors

**COLLEGE OF SCIENCES:**  Room: Men’s Locker Room (Second Level – ASRC)
- Biology Majors
- Biology Education Majors
- Chemistry Majors
- Dental Hygiene Majors
- General Science Education Majors
• Mathematics Majors
• Medical Laboratory Science Majors
• Nursing Majors
• Pre-Professional Speech Pathology/Audiology
• Psychology Majors
• Zoo Science 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

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. If you pre-ordered your cap and gown, you can do this at the Graduation Fair (at the Highland Center November 16 or on campus November 18). If you cannot attend the fair, or you did not pre-order, you can pick up your cap and gown at the bookstore on or after November 22. 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, December 14 .........................9:00 a.m. – 10:00 a.m.

**Graduation Fee:**

Each student must pay a graduation fee of 135.00. If you are graduating with two degrees, the fee is $140.00. Master Degree students pay $160.00. Graduation applications received after June 25, 2021, 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. If all degree requirements are met at the time of the ceremony, the student will receive his/her 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, this card must be given to the person announcing the names. You will then proceed to the stage where a picture will be taken with President Evans. Due to COVID-19 guidelines, there will be no shaking of hands. You will then cross the stage and receive your diploma if all degree requirements are met.

During the Commencement exercise, the University will permit a professional photographer from Grad Images to take a photograph of each graduate with President Evans as he or she steps onto the stage. A second photograph will be taken after each student exits the stage. The photographer’s studio will provide on line 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.ecsi.net)
- **Completed the exit interview if you had a Direct Loan** (complete on-line at www.studentaid.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.
Commencement parking

Follow Route 68 North through Oglebay Park for approximately eight miles. There are three major entrances to the main campus of West Liberty State College: South Entrance, Main Entrance, and North Entrance. Please enter campus using the South Entrance. Follow South Drive approximately five hundred yards passing Curtis and Bonar halls on the left and Krise Hall on the right. Continue on South Drive to the designated parking areas. Signs posted on campus for your convenience.