



# 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:** All Prospective Spring 2022 Graduates  
**FROM:** Stephanie North, Registrar  
**DATE:** March 22, 2022

We have received your application for graduation indicating that you plan to complete your degree requirements this semester. The purpose of this letter is to give you some preliminary information pertaining to Commencement and to remind you of the steps you need to complete between now and the end of the semester.

I. **Commencement:**

The graduation ceremony will take place at the West Family Stadium (the football field) on Saturday, May 7<sup>th</sup> at 11:00 a.m. In case of inclement weather, the ceremony will be moved into the Academic, Sports, and Recreation Complex.

In April, you will receive specific instructions concerning the ceremony, including when and where to meet. This information will be given out at the Grad Fair on April 5 at the Highlands from 4:30-6:00 p.m. or April 7 on campus from 3:00-5:00 p.m., or emailed if you do not attend the Grad Fair.

Diplomas will be issued at the ceremony as long as no hold exists and all requirements are complete.

Diplomas will be mailed to students unable to attend.

II. **Guests:**

No tickets will be required if the ceremony is held at the West Family Stadium, however; due to the large graduating class, there will be a limit on guests' attendance **IF** held indoors in the ASRC. Graduates will be notified of the number of tickets they will receive once the number of graduates attending has been determined.

III. **Participation in Commencement:**

All students who complete their work in the spring semester are expected to participate in the Commencement exercises. **Please complete the following form by April 1.** [\*Please click here to complete the Commencement Participation Form.\*](#)

IV. **Academic Requirements:**

All files have been reviewed for graduation eligibility. If you received an email stating that your file is not complete for graduation, please contact Amy Balog at 304-336-8127 immediately to resolve the problem.

V. **Tests – Education Majors only:**

All Education majors are required to take the Praxis II content test(s) and PLT test for WV certification. The required tests will depend upon your program. Specific information relative to required tests can be directed to the WV Department of Education at 800-982-2378 and registration materials and test packets are available online at [www.ets.org](http://www.ets.org).

**All Education Majors who wish to be certified in West Virginia must complete an Application for Certification and submit it to the College of Education. You are not automatically certified.**

VI. **Graduation Fee:**

Graduation fees will be added to your account by March 25 and payments should be submitted in the Business Office. An email will be sent to you once the fees have been added to your account. ***If you applied for graduation after March 4, there is an additional \$110.00 late fee charge.***

VII. **Financial Obligations:**

Each student must be free of any debts to the University (library fines, money owed to the Business Office, parking fines, etc.). Please make certain that you have cleared all debts.

If you received a **Perkins Loan** while a student at West Liberty, you are **required** to complete the Perkins Loan exit interview online at <https://heartland.ecsi.net/>. If you have any questions, contact Kimberly Lemley at [kimberly.lemley@westliberty.edu](mailto:kimberly.lemley@westliberty.edu) or by calling her at 304-336-8350 in the Business Office.

If you received a **Direct Loan** while enrolled at West Liberty, you are required to complete the Direct Loan Exit. To complete the Exit on-line, visit the Student Loan website, [www.studentaid.gov](http://www.studentaid.gov) and click on Exit Counseling. If you have any questions, please contact the Financial Aid at 304-336-8016.

***We will not be able to release your final transcript or diploma until the above requirements are met.***

VIII. **Graduation Fair**

A Graduation Fair will be held in the ASRC Boyle Room on Thursday, April 7 from 3:00 p.m. – 5:00 p.m. Representatives from the Learning and Student Development Center, Enrollment Center, Business Office, Housing, Alumni, Graduate Programs, and Bookstore will be in attendance.

A Graduation Fair will also be held on Tuesday, April 5, from 4:30 p.m. – 6:00 p.m. at the Highlands Center to accommodate students who *only* attend the Highlands Center or cannot attend the April 7 fair. You will be able to take care of all graduation items during the fair.

[Please fill out the Graduation Fair attendance form to let us know which fair you will be attending.](#)

IX. **Graduation Announcements and Cap and Gowns:**

The deadline to order caps and gowns is April 11 in order to have it mailed to you. If you have not yet already ordered, you can do so here: <http://colleges.herffjones.com/college/westliberty/>

The cap and gown is included in the graduation fee, so you do not need to pay for them when you place your order. *(If you wanted additional items such as announcements or frames, or your cap and gown mailed directly to you, there is an additional fee at the time of ordering)*

If you pre-ordered for campus delivery by Feb. 21, you will be able to pick up your cap and gown at the graduation fairs. If you cannot attend the graduation fair, you will be able to pick one up in the Bookstore on or after April 11. If you want to pick up your cap and gown at the Highlands graduation fair, you must fill out the attendance form so that the Bookstore knows to take your order out there.

If you have any questions concerning caps and gowns or announcements, please contact the Bookstore at 304-336-8211.

X. **Facebook Group**

We have started a Facebook group to help keep you and your families up to date on important information and upcoming events and deadlines. Please friend West Liberty Graduation or join the West Liberty Spring 2022 Graduation group.

*If you have additional questions pertaining to graduation, please contact Amy Balog at [balogamy@westliberty.edu](mailto:balogamy@westliberty.edu) or at 304-336-8127.*