



WEST LIBERTY UNIVERSITY

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TO: Participants in Spring 2024 Commencement
FROM: Stephanie North, Registrar
DATE: April 17, 2024

Congratulations as you approach graduating from West Liberty University!

The following information is very important for all participants in the Spring 2024 Commencement.

Please Read Carefully!

Commencement will take place Saturday, May 4th 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 attached 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 Comcast Channel 14, TopperStation.com, Topper Station You Tube, Topper Station Facebook and streamed on our website for friends and family who are unable to attend.

Guests:

Each participating Graduate will receive **5 tickets**. These tickets will be available for the graduating student to pick up in the Enrollment Service Center, located in Shaw Hall. They will be available the week prior to graduation from 8:00 am to 3:30 pm. They will also be available to pick up the morning of Graduation from 8:00 am to 10:00 am.

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 10:50a.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: AS3A (Second Level – ASRC)

- All Business Administration Majors

COLLEGE OF EDUCATION & HUMAN PERFORMANCE: Room: AS3B (Second Level – ARSC)

- Community Education Majors
- Elementary Education Majors
- Middle Childhood Education Majors
- Secondary Education Majors (English Education, Social Studies Education, Art Education, Biology Education, General Science Education, Mathematics Education, Music Education)
- Health and Physical Education Majors
- Exercise Physiology Majors
- All Education Majors

COLLEGE OF LIBERAL & CREATIVE ARTS: Room: Football Locker Room (Second level – ASRC)

- Communication Majors (Advertising, Broadcasting, Comm Studies, Journalism, Media Communications, Public Relations)
- Creative Arts Therapy
- Criminal Justice Majors
- Digital Media Design
- Political Science Majors
- English Majors
- Geography & Planning and History Majors
- Interdisciplinary Studies Majors
- Music Majors
- Social Work Majors
- Sociology Majors
- Theatre Majors
- Visual Communication Design Majors
- Regents' BA Degree Majors

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

- Biology Majors
- Chemistry Majors
- Dental Hygiene 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 Visiting Locker Room (Second Level – ASRC)

- Master of Arts in Art Therapy and Counseling
- Master of Arts in Biomedical Science
- Master of Arts in Clinical Psychology
- Master of Arts in Education
- Master of Arts/Master of Science in Biology/Zoo Science
- Master of Business Administration
- Master of Science in Criminology
- Master of Science in Dental Hygiene
- Master of Science in Exercise Physiology
- Master of Science in Speech Language Pathology

There will be staff 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 did not attend the fair, or you did not pre-order, you can pick up your cap and gown at the bookstore on or after April 19th. 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 8:00a.m. - 4:00p.m.

Saturday May 4thThe bookstore will be set up in the main entrance of the ASRC

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's degree students pay \$160.00. Graduation applications received after December 9, 2023, 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 receive a certificate of participation. **Diplomas will be mailed 8 to 12 weeks after graduation.**

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, under forms.

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 and receive your certificate of participation. You will then proceed across the stage and get your picture taken with Dr. Borchers.

During the Commencement exercise, the University will permit a professional photographer from Grad Images to take a photograph of each graduate with President Borchers 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 online 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 information below from Grad Images.

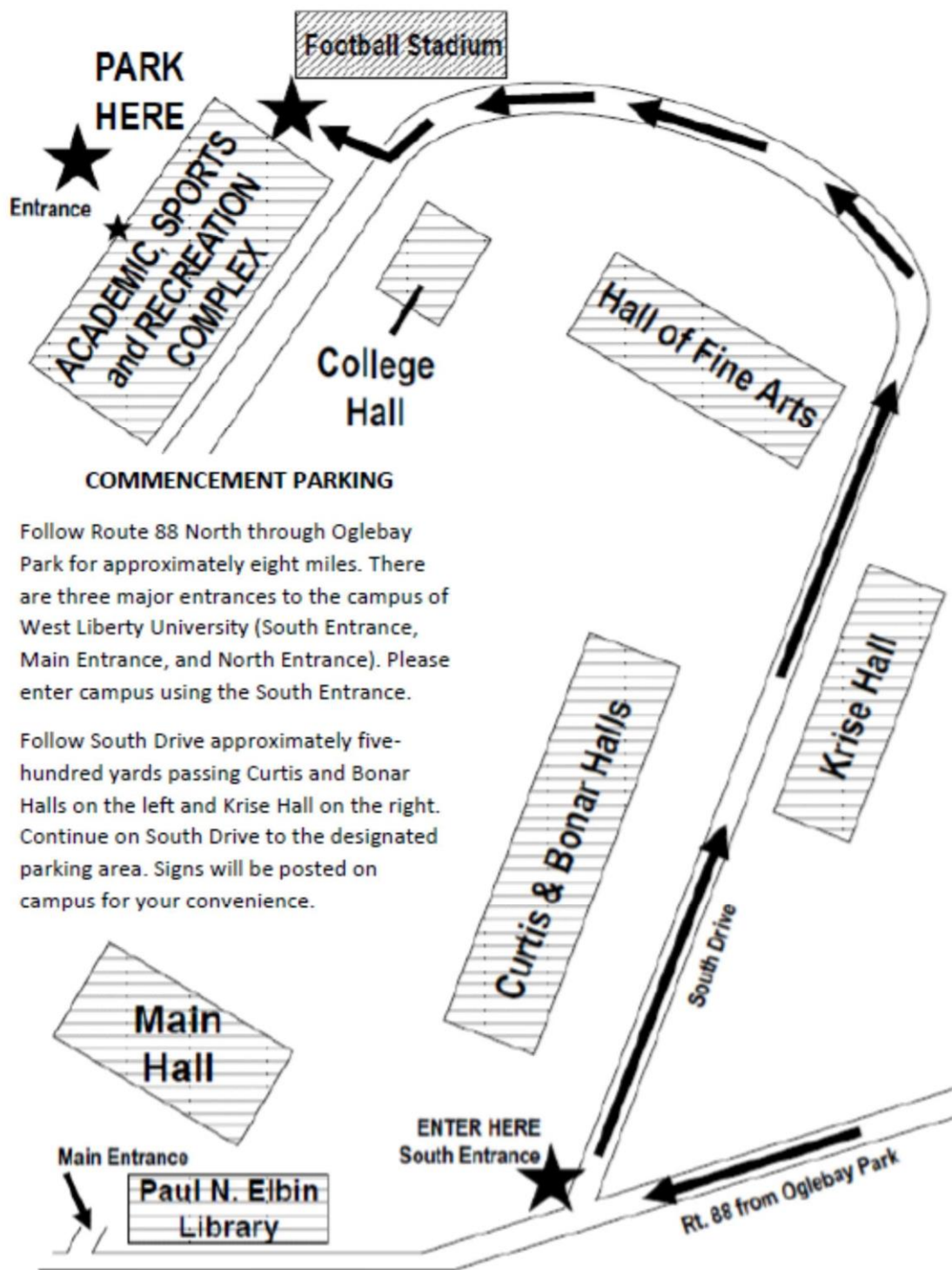
REMINDER: Have you done all of the following?

- | Paid your graduation fees
- | Taken the Praxis II/WVTPA (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 <https://heartland.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 Laura Willis in the Registrar’s Office at 304-336-8130.

Customer Service

Gradimages is proud to support one of the biggest moments in a graduate's life: walking across the stage and into the next chapter. With over 40 years of experience, we understand the importance of this moment and the desire to preserve these memories for a lifetime. Finding your graduate's photos after the ceremony is easy. Visit www.Gradimages.com to view and purchase custom photo products like prints, plaques, specialty gifts, and more. If you have any questions or concerns regarding your photos, please contact our Customer Service Department at (800) 261-2576, online at www.gradimages.com, or email ecc.giservice@gradimages.net. We have a large team of customer care representatives ready to help graduates and family members with anything they may need.



Follow Route 88 North through Oglebay Park for approximately eight miles. There are three major entrances to the campus of West Liberty University (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 area. Signs will be posted on campus for your convenience.