

# COMMENCEMENT WEEK INFORMATION

TO: CLASS OF 2017

CC: Parents and Family Members of the Class of 2017

FROM: The Office of Alumni Relations

RE: **COMMENCEMENT 2017**

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## COMMENCEMENT WEEK INFORMATION

Congratulations on your upcoming graduation! We look forward to celebrating your many achievements and welcome you as a new member of the Alumni Association.

The Office of Alumni Relations performs a number of functions for Commencement weekend. Please take note of the following items that apply to graduates and/or families of graduates:

### **BACCALAUREATE**

The Service of Worship to honor the graduating students will be held in Wesley Chapel at 5:00 pm on Friday, May 5. Students and faculty process in cap and gown for the ceremony. All are welcome and encouraged to attend this celebration. A Senior Reception will be held following the ceremony (see meal and ticket reservation information below).

### **COMMENCEMENT CEREMONY TICKETS**

Due to Fire Marshal regulations, we have limited seating in Rockefeller Physical Education Center. Each graduate will be provided with an opportunity to receive a maximum of **six** complimentary Commencement tickets for family and friends. Graduates must pick-up tickets in person from the Alumni Office (Erickson Alumni Center, 55 Meade Street) Monday May 1 through Friday May 5 from 8:00 am – 4:30 pm. *We are not able to mail Commencement tickets.* We encourage graduates to **request only the amount of tickets they will use** so we may accommodate special requests. Also, you may work with classmates to acquire their unused tickets. We will begin a waiting list for those needing additional tickets, at a maximum of two per graduate, as available. Please email the Alumni Office at [alumni@wvwc.edu](mailto:alumni@wvwc.edu) to be placed on the waiting list. Beginning Monday May 1, we will email you to inform you of availability.

As an FYI, many of the chair back seats located on one side of the lower section in Rockefeller Center will be reserved for the band, choir and platform guests. 65% of available seating will be in the upper level.

**Note:** Please notify the Alumni Office if anyone in your attending party is **handicapped or physically challenged, noting specific needs.** We will provide special seating for these individuals. Those with special seating may have one member of their party seated with them, but all require tickets to enter. We ask that these individuals arrive at the gymnasium by 9:30 am to provide ample time for seating arrangements. Thank you for your assistance and cooperation.

### **MEAL TICKET RESERVATIONS**

A reservation form is enclosed for you and your family for meal tickets. **Please include appropriate payment with all reservations.** Return this form by April 28 to:

*Office of Alumni Relations, Erickson Alumni Center, 59 College Avenue, Buckhannon, WV 26201.*

Please note that all meal tickets must be reserved by April 28 and will be available for pick-up in the Alumni Office (Erickson Alumni Center, 55 Meade Street) on Monday, May 1 through Friday, May 5 from 8:00 am – 4:30 pm. *Tickets for meals cannot be mailed.* Refunds will be made only by check, therefore, please allow 3-4 weeks for arrival. No refund requests can be honored after Tuesday, May 2.

Your Aladdin I.D. meal card will remain active through breakfast on Saturday, May 6, including all meals except the Friday evening Reception and the Post-Commencement Buffet. **Although graduates do not pay for the Friday night Commencement Reception, you still must have a ticket and make a reservation with the Alumni Office if you plan to attend.** If your family is not attending the dinner or the buffet, and you are, please make a reservation and pick up your ticket. Your Aladdin I.D. meal card will not work for these meals; a ticket is required.

### **PARKING ON SATURDAY, MAY 6**

Please be aware that campus becomes very busy on Saturday morning. You are encouraged to arrive early to secure parking and your seats in Rockefeller Center (doors open at 9:00am). You are encouraged to use the parking lots behind Camden Avenue and the Performing Arts Center/Welcome Center lot for easiest access.

The parking lot closest to Rockefeller, Christopher, Reemsnyder, and the Library will be **reserved for handicap parking** on Saturday, May 6. Please follow instructions by Campus Security on that morning to insure easy flow of traffic so that all can enjoy the Commencement ceremony.

### **GRADUATION PHOTOS**

For your convenience, we have secured a professional photographer to record the moment when you are awarded your diploma. There is no obligation to purchase, and you have the option of ordering from a variety of enlargement packages at reasonable prices. **This service allows family members and friends to remain in their seats and enjoy the ceremony.** Family members and friends will not be able to use tripods with photography/video equipment in this crowded setting and we ask that attendees are mindful of those sitting behind and around them. You will receive information soon on how to order photos.

### **GRADUATION ANNOUNCEMENTS and CLASS RINGS**

The WVWC Retail Store, The Bobcat Den, will be working with Josten's for graduation announcements AND CLASS RINGS. Please contact the bookstore directly if there are any questions (304-473-8015 or [shop@wvwc.edu](mailto:shop@wvwc.edu)).

### **SENIORS ONLY: PERSONAL DATA SHEETS**

A personal data form ("Alumni Questionnaire") is enclosed. Please complete and return it to the Alumni Office before Commencement.

### **LODGING**

See enclosed local lodging list.