

UIW Commencement Handbook

PLEASE READ THIS PUBLICATION IN ITS ENTIRETY!

There is no rehearsal for Commencement therefore you must read this publication in its entirety to know all of the details associated with your Commencement ceremony. This publication provides the dates, times and locations of all of the events associated with each ceremony and you are responsible for knowing all of the details provided herein.

Please arrive on time to ensure that you participate in the Processional for your ceremony.

The Processional starts on time whether students are in line or not.

University of the Incarnate Word Commencement Handbook

The handbook provides instructions and information about the Baccalaureate Mass, the Processional, Commencement ceremonies and degree conferral policies at the University of the Incarnate Word.

If you have questions not addressed in this handbook, please refer to the “Frequently Asked Questions” page on the graduation link of the Registrar’s Office web page. If information you need is not posted there, refer to Blackboard. You may also contact the Registrar’s Office 210-829-6006.

Commencement ceremonies are intended to be formal occasions where we, along with your family and invited guests, celebrate your accomplishments. Therefore, we ask that you preserve the dignity of the ceremony and the traditions of the university by maintaining the decorum appropriate for the occasion.

This is the only information you will receive pertaining to the Mass, the Processional, the Commencement ceremonies and the Recessional. Please read this information thoroughly and in its entirety so that you will know what is expected of you, when you are expected to arrive for each event and where you are to arrive to participate in any event.

President's Message

Congratulations! As you complete the final steps toward graduation, I salute your hard work and persistence to reach this goal. The faculty, staff and administration of the University of the Incarnate Word have shared this journey with you and we are proud of all you have accomplished.

From the first day of your first class at Incarnate Word, you have been moving toward this moment. I look forward to joining your family and friends as we honor your achievement in a Commencement ceremony filled with tradition and meaning.

As a graduate of the University of the Incarnate Word, you will join an illustrious group of alumni who are servant leaders, advocates, trail blazers and trend setters. And like those who graduated before you, your degree is grounded in the rich heritage of our founders, the Sisters of Charity of the Incarnate Word. I encourage you to remain involved through the Office of Alumni Relations. Stay in touch and let us celebrate your triumphs, big and small, with you.

The following document will provide you with the information you need to plan for this very important event. Pay particular attention to the times you are to gather for both the Baccalaureate Mass, which is optional, and the Procession for Commencement.

Once again, congratulations. May the mission of the University continue to guide your journey. I look forward to seeing you at Commencement.

Parking and Arrival Information

CONVOCATION CENTER PARKING:

Those participating in the Baccalaureate Mass or Commencement ceremonies held in the UIW's McDermott Center may park on campus without charge. You and your guests may park in any of the available parking locations on campus except for those designated as handicap parking spaces. Refer to the map for identified handicap parking zones.

The handicap parking spaces are restricted to those students and their guests who have a state-issued handicap parking permit. Refer to the map in the back of this handbook to locate the general assignment parking lots as well as the handicap accessible parking areas.

FREEMAN COLISEUM PARKING:

A Freeman Coliseum parking pass is required to park on their grounds. There is a \$10.00 parking fee for your guests to park on the grounds of the Freeman Coliseum to attend the Commencement ceremony. A Commencement ticket is required for admission to the ceremony.

Students may park in a separate reserved parking area at no charge. A special parking pass will be needed to park in this area and will be distributed to students at the Graduation Finale. Students using this parking pass must *enter through the West Gate*.

See the Baccalaureate Mass and Processional information contained in this handbook for additional information for those specific events.

Directions for Arrival for the Processional:

Freeman Coliseum Instructions--Students participating in the ceremonies held at the Freeman Coliseum should arrive at the Coliseum by 12:00 p.m., December 15, 2018. Students will enter the reserved parking area at the West Gate and park in parking lot 9. Guests may enter through alternative gates and park in lots 1 through 8. Students will need to report to the Exhibit Hall to be placed in the Processional line-up. The Exhibit Hall is located to the left of the Frontier Hall, which is located behind the Coliseum. Ushers will be available to assist you.

The Baccalaureate Mass

1. **PLEASE NOTE:** This is the *only* Baccalaureate Mass.
2. The Baccalaureate Mass is for all students—in all programs— regardless of Commencement ceremony.
3. LOCATION: McDermott Center on the UIW campus.
4. TIME AND DATE: Friday, December 14, 2018, at 5:00 p.m.
5. Assemble in cap and gown at 4:00 p.m. on the basement level of the Administration Building on the University of the Incarnate Word campus.
6. The Procession to the Convocation Center begins at 4:45 p.m., students first, then faculty and followed by administration.
7. Doors to the Convocation Center open at 4:00 p.m. on a first-come, first-available basis.
8. A ticket is not required. However, seating is limited due to fire code regulations. Therefore, a **maximum of 7 guests** per graduate is permitted to attend. Seats may not be held past 4:50 p.m. so that we may seat as many people as possible for Mass and start on time. Additionally, doors will be closed once we reach capacity. Thank you for your understanding & assistance with this matter.
9. UIW will host a reception for graduates, their guests, UIW faculty, and administration attending the Mass immediately after the Mass in the Benson Field House.

Commencement Ceremonies Outline

1. Processional
 1. The registrar will start the Processional 20 minutes before the ceremony will begin.
 2. The faculty marshal and the student ushers will lead students in the Processional.
2. Students will remain standing until told to sit by the marshal or the master of ceremony.
3. Faculty and/or students from the music department will lead the singing of the national anthem (words provided in the program).
4. After brief remarks, the Invocation will be given. Males should remove their caps during the Invocation.
5. The master of ceremony will introduce a member of the board of trustees to provide a welcome from the board.
6. The master of ceremony will introduce the special guests recognized by the university.
7. The master of ceremony will introduce the speaker who will provide the Commencement address.
8. The master of ceremony will introduce the Provost, who will begin the conferral of degrees, introducing each dean who will in turn call you to the stage.
9. The UIW President or Chancellor will recognize guests and provide remarks. He or she will then ask the graduates to stand and will confer the degrees.
10. Faculty and/or students from the music department will lead the singing of the America the Beautiful (words provided in the program).
11. The faculty marshal removes the mace for the recessional and leads the platform party off of the stage.
12. Faculty will leave the Convocation Center/Freeman Coliseum followed by the graduates. Student ushers and the Registrar's Office personnel will assist.

Ceremony Arrival and Processional Times

Undergraduate, graduate, and doctorate ceremony

1. **12:00 p.m., Arrival for the Processional in the Exhibit Hall.**
 - a. Wear your cap and gown,
 - b. Locate your line/seating assignment on wall, and get in line. (Seat assignment will be sent by Cardinal Mail the week before commencement).
 - c. **Do not bring personal items with you to the line-up area.** The Registrar's Office does not have storage for your personal items and will not have time to assist you with the recovery of your items.
2. 1:00 p.m., Line-up check for the Processional
3. 1:40 p.m., Processional begins
 - a. Student marshals will lead you in the Processional and direct you to your assigned seats.
 - b. We start whether you are in line or not.
 - c. Once at your seats, remain standing until instructed to sit.
4. 2:00 p.m., Ceremony begins

Inclement Weather Instructions

In the event of severe weather (heavy rain, thunderstorms, tornadic activity) the President and the Provost, in consultation with the Registrar, determines whether or not to hold the Processional and/or the Commencement ceremony.

If it is raining or rain is forecast on Commencement day, graduates and guests should come prepared with the appropriate rain gear. Additionally, we advise that you prearrange a meeting place with your family and guests in the event that we must cancel the ceremonies after they have begun.

Students should be in line and ready for the Processional and/or the Commencement ceremony, regardless of the weather, until a determination is made concerning the Processional. The cancellation of the Processional will occur from the Processional line at the instruction of the Registrar.

If we determine that we need to enact our Severe Weather Plan and reschedule the ceremony, details will be announced through the following media outlets:

- Broadcast through local radio and television stations (specifically WOAI)
- Posted online at www.uiw.edu
- Broadcast through the RAVE alert system

Tickets will be required to attend the Commencement ceremony regardless of when or where the ceremony is held.

If the Commencement ceremony is interrupted by severe weather, instructions will be given from the stage and graduates and guests should remain seated until instructed otherwise.

Guest Attendance

Tickets are required for guest admission to the Commencement events.

All guests over three years of age must have a ticket to enter either the McDermott Center or the Freeman Coliseum.

- Children ages three years and above must sit in a seat and must have a ticket.
- Children younger than three years may sit in the lap of a guest with a ticket but must do so for the entire ceremony.
- Guests must retain ticket stub to re-enter the Freeman Coliseum.

Conferral of the Degree Instructions

1. **All Students:** All students participating in the Commencement ceremonies will wear their caps and gowns as appropriate for their degree. Graduate students will wear their hoods. Doctoral students are hooded onstage. Doctoral students: do not attach the button on your hood. All students wear the tassel on the right side of the cap. During the conferral process, you will move the tassel to the left side of the cap.
2. When it is time to confer your degree, the Registrar's Office personnel will ask your entire row to stand and go to the staging area behind the stage. Please watch for instructions from the Registrar's Office staff. Once in the staging area, Registrar's Office personnel will give you your name announcement card that you will take to the stage. The Provost will announce your name from this card as you reach the front of the stage.
3. Registrar's Office personnel will stop you at the top of the ramp until the Provost is ready to announce your name.
4. Cross the stage when your name is announced; stop to shake hands with your Dean.
5. Walk across the stage to shake hands with the President, Dr. Evans, and receive your diploma presentation tube. **Pause to have your picture taken with Dr. Evans.**
6. The last person in each degree group will receive an additional card, a red "stop" card, which indicates that the student is the last in that degree group. This signifies to the Provost and the deans that we need to make an additional announcement. The line will stop until the dean has made his/her announcement.
7. Exit down the stairs and pause for a second picture and then return to the seating area. Registrar's Office personnel will direct you to your row of seats.
8. After all students have returned to their seats, Dr. Evans will ask all students to stand as a group. He will then confer your degree as a group and ask you to move your tassel to the left side of your cap.

THE RECESSIONAL:

Students will exit at the direction of the student ushers following the stage guests and the faculty.

Commencement Policies

COMMENCEMENT PARTICIPATION POLICY:

Your participation in the Commencement ceremonies is contingent upon you meeting the following three conditions. If you do not meet these three conditions, you may not participate in the Commencement ceremonies.

1. You may participate in only one Commencement ceremony per degree. If you previously participated in a Commencement ceremony for the degree you wish to receive, you may not participate in this or any subsequent Commencement ceremony.
2. You must be continuously enrolled in courses required to complete your degree.
3. Your balance in the business office must be clear, with no holds remaining on your account, by November 9, 2018.

GRADUATION FEES

All students are charged a graduation fee to cover the costs of the diploma and charges associated with the Commencement ceremonies. This fee is nonrefundable and is automatically charged to the student's account at the time the application is submitted.

Students who do not graduate as intended and do not notify the Registrar's Office may incur late fees for re-application. Additionally, students may participate in only one Commencement ceremony, whether they complete their degree or not.

GRADUATION IN ABSENTIA

All candidates are encouraged to attend Commencement. If you choose not to participate, you must indicate on the "Statement of Intent to Graduate" sent to you by *e-mail* by the Registrar's Office.

GRADUATION HOLDS

Your balance in the business office must be clear, with no holds remaining on your account, by November 9, 2018. If your account is not clear by this deadline, you cannot reserve/print your Commencement tickets and you may not participate in the Commencement ceremonies.

If holds remain on your account, you will not receive your diploma until the hold is cleared. It is your responsibility to ensure that the business office notifies the Registrar's Office when your account is clear. The Registrar's Office will not order your diploma until your holds are cleared.

Graduation Completion Policies

Because of deadlines we must meet, these are firm deadlines and will substantially impact your graduation date if you do not meet them.

- All work for the degree must be completed by the last day of the semester for the term in which you are enrolled:
- Main campus classes: December 14
- School of Professional Studies: December 7
- You may not receive an IP in the courses in which you are currently registered and graduate in December. If you receive an IP grade, your graduation changes from December to May.
- You may not receive a grade less than a “C” in your major, minor, teaching fields, concentrations, specialization, or support work.
- Grades for courses in which an “IP” grade was assigned during a previous semester are due in the Registrar’s Office by noon, December 14, 2018. If the grade is not reported to us by the deadline, we will change your date of graduation from December to May. It is your responsibility to ensure that the Registrar’s Office has received the grade. Grades for courses in which you are currently enrolled are due the week after Commencement.
- Grades or scores for CLEP tests and/or departmental exams, are due by noon, December 14, 2018.
- Official transcripts of transfer or for correspondence work must be in the Registrar’s Office at UIW by January 18, 2019 or your date of graduation changes from December to May. Your diploma will not be ordered until the official transcript is in your file in the Registrar’s Office at UIW. It is the student’s responsibility to order transcripts needed to complete the degree.
- Students may participate in only one Commencement ceremony, whether they complete their degree or not.

GRADUATION HONORS:

Honors announced during the Commencement ceremonies are anticipated honors, based upon all classes completed and for which grades are posted. Grades for classes in which you are currently enrolled will not be used in the calculation of announced honors but will be used in the calculation of final, posted honors. Grades for these courses will not be posted to your academic record until after Commencement. Posted honors, which may differ from the announced anticipated honors, will be based upon the *over-all* grade point average, to include transfer work, calculated using all grades for college-level work completed and recorded.

Undergraduate, Pharmacy and Optometry Students: Undergraduate, Pharmacy and Optometry students who complete requirements and have met the residency requirements at UIW (*refer to your catalog--excluding pass/fail, developmental, ESL courses where applicable*) are eligible to graduate with honors. The level of honor is determined by the GPA achieved in all college- level semester hours attempted, to include transfer courses.

Graduate Students: Graduate students who complete their programs with a 4.00 average graduate with distinction.

Ph.D. and Physical Therapy-Post-Professional Students: Honors are not awarded for the Ph.D. degree or for post-professional degree programs.

The Registrar's Office will distribute honor cords to those students who will graduate with honors during the line up when you pick up your seating assignment cards before the Processional. These cords are a gift from our bookstore, Follette Higher Education Group.

YOUR DIPLOMA

Diplomas will be mailed to your permanent address (confirm online through Bannerweb) once all grades are reported and your degree is posted. Your account balance must be clear and all requirements for the degree must be met before we will order the diploma. **It is your responsibility to ensure that the Business Office notifies the Registrar's Office when your account is clear.** We anticipate delivery of the diploma in late-February.

TRANSCRIPTS

Transcripts with your degree posted will be available in mid-January. If you need a transcript with your degree posted, please indicate on the transcript form that we are to hold your transcript until we post the degree.