



==== VIRTUAL ====

COMMENCEMENT

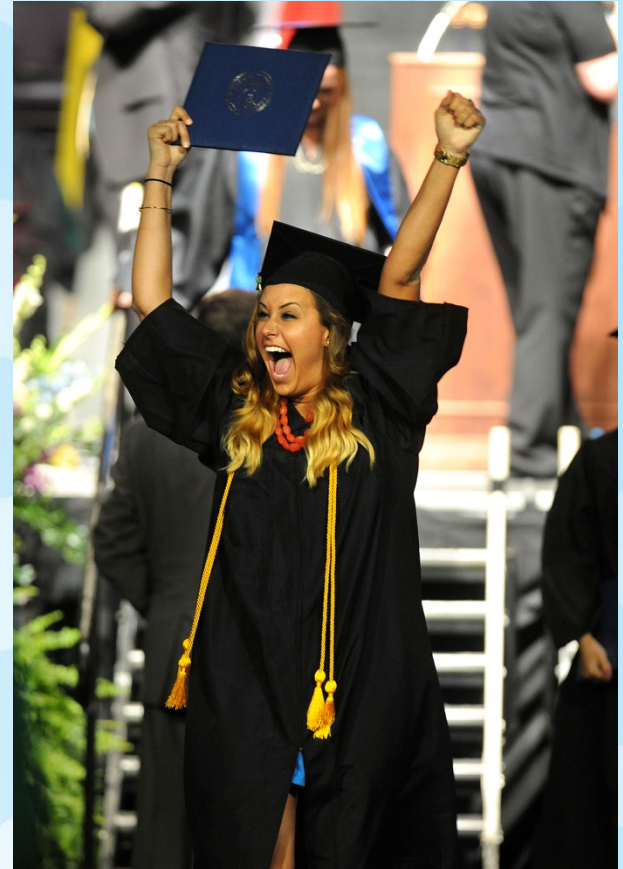
==== REHEARSAL ====

*an online resource for students participating in
the University's Commencement ceremony*

Introduction

Congratulations on making it to this milestone. Commencement is the culmination of all your hard work.

It is a celebration not just for you, but also the family and friends who have supported you in this endeavor. We hope you join us at the ceremony.



Virtual Rehearsal



The Virtual Rehearsal has been created to provide students with a comprehensive guide for the commencement ceremony.

Do you have questions about

- applying for graduation;
- ordering your cap and gown;
- directions for the day of the ceremony;
- guest information?

Read on.

Virtual Rehearsal Includes

- **Graduation Fair**
- **Pre-Ceremony Information**
 - Applying for Graduation
 - Financial Aid Requirements
 - RSVP to participate in the ceremony
 - Cap, Gown & Invitations
 - Wearing your Mortar board & Regalia Tips
 - Student to Faculty Invitation
- **Ceremony Information**
 - Pensacola Bay Center
 - Lining up at the Bay Center
 - Favorite Faculty Cards
 - Walking in the Ceremony
 - Reader Card
 - Commencement Program
 - Live Webcast
 - Guest Information
 - Photography
 - Diplomas
 - Miscellaneous Information
- **Post-Ceremony**
 - Commencement Survey

Commencement Checklist

- Consult with your advisor and monitor your progress on your [DegreeWorks](#) audit in [MyUWF](#). Contact your academic department for any needed updates.
- Check your 'Contact and Privacy Information' in your [MyUWF](#) account and make any necessary changes. *Your name will NOT be printed in the Commencement program if you have a privacy restriction requested on your account.
- Have an active graduation application on file for your intended term of graduation. Make sure your name and mailing address are correct on the application for accurate processing of your diploma.
- Students with federal loans are required by law to complete exit counseling at studentloans.gov.
- Order your cap and gown. Contact the UWF Bookstore, 850.474.2150 or go to uwf.bkstr.com for more information.
- Refer to 'Ceremony Times by Degree and College' at uwf.edu/commencement/graduates/student-rsvp to determine which ceremony to attend.
- Register to walk at Commencement at uwf.edu/commencement. You MUST register to participate in the ceremony so enough chairs are available.
- Familiarize yourself with Commencement parking, line-up and plans for the ceremony at uwf.edu/commencement.
- Reference the 'Virtual Commencement Rehearsal' at uwf.edu/commencement for answers to many of your questions.
- Contact Alumni Relations at uwf.edu/alumni to find out more about the benefits of being a member.
- Apply for Graduate School at uwf.edu/graduate.

Graduation Fair

The Graduation Fair is an opportunity for students to speak to staff regarding subjects related to graduation. Students can check their graduation application, get information on financial aid exit counseling, order your cap and gown, discuss Graduate School options, and talk to representatives from other offices about additional services available. Commencement staff will also be there to answer any questions you may have regarding the ceremony.

The Graduation Fair will include:

- Office of the Registrar
- Office of Financial Aid and Scholarships
- UWF Bookstore
- Graduate School
- Career Services
- Alumni Affairs
- Military Veterans Resource Center
- GradImages for portraits



Applying for Graduation

If you believe you are nearing program completion, consult with your academic advisors, monitor your progress by **viewing your DegreeWorks audit** in UWF account, and reference the appropriate Academic Catalog to make sure all graduation requirements are met. You should then apply online for the appropriate term of graduation.



Visit the [Graduation Guide](#) and familiarize yourself with the graduation process and associated timelines.



Be sure to review your Privacy settings in the **Contact and Privacy Information App** in MyUWF. If a privacy restriction is on your record, your name will **not** appear in the commencement program and UWF will **not** release your degree information without your written consent. *You are responsible for having this restriction removed by the deadline in order to be included in the printed program.*

Have you applied for graduation?

- Please note that walking in the Commencement Ceremony is not synonymous with graduating. Participation in the ceremony is optional. The actual process of being awarded your degree is separate.
- You **must have a graduation application on file** with the Office of the Registrar in order to participate in the Commencement Ceremony. Please be aware that participation in the ceremony is not a guarantee of graduation.
- You must apply for graduation online through MyUWF. You may visit the page, [Applying for Graduation](#) to view detailed instructions on how to complete this step.
- Apply for the term of graduation in which you will complete all degree requirements. To determine the graduation application dates and deadlines for a current or future term, please review the [Academic Calendar](#) on the [Office of the Registrar](#) webpage.

Applying for graduation (continued)

- Review your submitted graduation application for accuracy. Correction requests or questions about your application may be emailed to graduation@uwf.edu.
- If your graduation application is cancelled or denied, you will need to submit a new graduation application for the appropriate semester.
- UWF conducts Commencement ceremonies at the conclusion of the Spring and Fall terms only. ***Students should apply for Graduation during the term in which they will complete all degree requirements.*** Summer term graduates have the option to choose to participate in either the Spring or Fall ceremony. Summer term graduates will have their information included in both Commencement program booklets.

Financial Aid Requirements

- Federal Loan Exit Counseling provides information you will need to successfully repay your federal student loan(s).
- Exit Counseling is required by law for any student who obtained any federal loans at any point during their college career.
- Exit Counseling should be completed after you receive the last disbursement of federal loans. We recommend completing exit counseling at least 1 month prior to your graduation date.

Financial Aid Requirements

- Exit Counseling must be completed at www.studentloans.gov and you will need the following information:
 1. Outstanding balance(s) on your federal student loan(s):
This information can be found at **www.nslds.ed.gov/nslds_SA/**.
 2. Names, addresses, email addresses, and phone numbers for your next of kin, two references who live in the United States, and your employer or future employer (if known).

If I applied for graduation, do I still need to register for the ceremony?

The answer is

YES!

You must register for the ceremony in order for the University to know how many students will participate in the commencement ceremony. RSVP's are used to determine the amount of seats needed. As well, this allows us the opportunity to identify students who may need special assistance at the ceremony.

Register for the ceremony at uwf.edu/commencement

Cap, Gown & Invitations

- You must wear appropriate regalia in order to participate in the commencement ceremony. Regalia must be ordered and picked up from the Bookstore prior to the ceremony. The Bookstore will be available at the ceremony for *exchanges only*- no purchases. The Bookstore provides pre-sale dates with reduced pricing for early orders.
- Your reader card for the ceremony will be included with your cap and gown order. Make sure to fill this out and bring it with you to the ceremony.
- You may also purchase graduation announcements, class rings, cords, stoles, etc. You are responsible for knowing which college you are graduating from to ensure you order invitations for the correct ceremony. Consult with your advisor if you are unsure.

Contact the Bookstore with all questions regarding proper regalia and dates for purchasing at 850.474.2150 or [UWF Bookstore](#).



**ORDER
ANNOUNCEMENTS**



**ORDER A
RING**



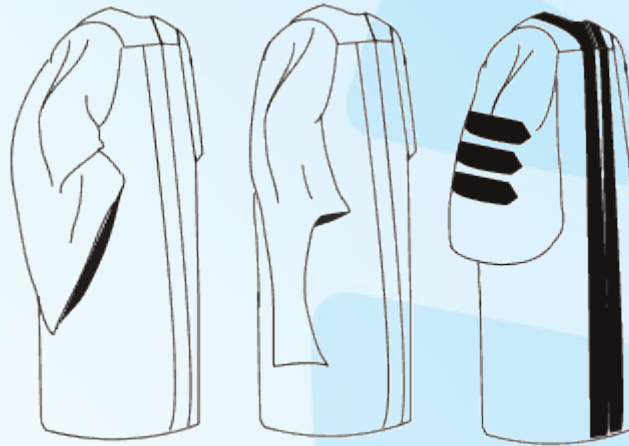
**ORDER A
CAP AND GOWN**

How to wear your mortar board

- The mortar board sits level on the top of the head, so the board portion is parallel to the floor. Undergraduates should wear the tassel on the right side. The University President will indicate during the ceremony when undergraduates may move the tassel to the left side.
- Master's, Specialist, and Doctoral graduates should wear the tassel on the left side.
- Make sure to bring bobby pins in case you need to secure the mortar board in place.

How do you wear your regalia?

These videos will show you how to rock your regalia.



**BACHELORS
& ASSOCIATES**

MASTERS

DOCTORAL

[BACHELORS](#)

[MASTERS](#)

[DOCTORAL](#)

“I’m graduating so where do I go?”



Pensacola Bay Center
front (west) entrances



201 East Gregory Street
Pensacola, Florida 32502
850.432.0800



Pensacola Bay Center
back (east) entrances

- You should arrive no less than 45 minutes prior to your ceremony. Allow enough time for parking. You will enter the Pensacola Bay Center from the north ground-level entrances. These entrances are adjacent to Gregory Street. Signs will be available to direct you to your appropriate location when inside. Volunteers will be available for directions as well.
- Prior to that day, you should familiarize yourself with the layout of the Pensacola Bay Center, the parking logistics and how best to access your entrance.
- Parking for disabled students is available in the front parking lot with a handicap parking permit or a special parking pass requested from the Commencement Coordinator. Students needing special assistance may enter the Bay Center at the front and volunteers will direct them appropriately. If you are needing special assistance during the ceremony, you should contact the Commencement Coordinator at 850.474.6057 to allow for special accommodations being made.

Lining up at the Bay Center

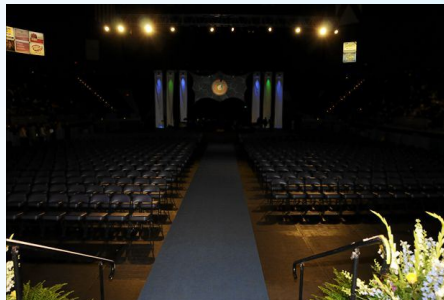
Line up instructions are included in your cap and gown order. If you misplaced those, the instructions are also available on the [Commencement](#) website.



Proceed to your assigned area noting the signs provided to direct you. Once you reach your area, you will line up with your fellow graduates. Make sure you have your completed reader card to present on stage.



Graduates are not lined up alphabetically or by department. Graduates will process by type of degree- doctoral, educational specialist, master's, bachelor's then by college.



Favorite Faculty Cards



**CONGRATULATIONS
GRADUATE!**

Can you tell us which faculty or staff member has made the biggest difference in your college experience?

Faculty or Staff Member Name: _____

Department/College of: _____

Comments: _____

If you are lucky enough to have more than one, we would appreciate your filling out a card for each faculty member whom you wish to acknowledge.

While lining up for the ceremony, staff volunteers will provide *'Favorite Faculty'* cards to students. This is an opportunity for students to recognize faculty and staff who have made a positive impact on their college experience.

Please take a moment to complete one. Feel free to fill out as many as you want though.

Walking in the Ceremony

- Since Bachelor's candidates will walk into the arena in two lines you can choose which side to process in. If you want to sit with a friend, line up on the same side. For example, if you walk in the right line, you will be seated on the right side of the stage and vice versa.
- Volunteers will have extra reader cards on hand in the event you forget to bring yours. You must complete your reader card prior to processing into the arena.
- Doctoral, Specialist and Master's candidates should wear your tassel to the left. Bachelor's candidates should wear your tassel to the right.
- You will be prompted when to approach the stage for presentation of the diploma cover. A photo will be taken when accepting your diploma cover.

Walking-- for Doctoral Graduates

Doctoral

- Ed.D./Ed.S. will proceed into the arena in one line from the PBC Northwest Entrance. Staff will direct you to a seat in Section B (right side) where you should be seated quickly.
- For acceptance of your diploma cover, you will enter the stage from the right side. Accompanied by your dissertation advisor, you will present your reader card to the reader then proceed forward to be hooded.
- Once hooded, you will receive your diploma cover, proceed **across** the stage, shake hands with the President and exit down the left side.
- Please be seated at that time.

Walking-- for Masters Candidates

Masters

- You will line up with other students in the back tunnels for the processional. Students will proceed into the arena in two lines down the center aisle. Staff will direct you to a seat where you should be seated quickly.
- Candidates should drape hood over your right arm if you are sitting on the right side, over the left arm if sitting on the left side. The neckband portion should drape over the outside of the arm – color to the wrist. Verify that the black string is unclasped so the hood can be easily placed over the head.
- You will approach the stage and present your reader card to the reader. Accompanied by your departmental hooder, proceed forward to be hooded. Once hooded, you will receive your diploma cover from the Provost or President, then exit the stage via the center stairs, and return to your seat. Please be seated at that time.

****Remember to have your card for the reader completed BEFORE proceeding to the stage. Tassels should be worn on the left side of cap for all Master's candidates.**

Walking-- for Undergraduate Candidates

Bachelors

- You will line up with other students in the back tunnels for the processional. Students will proceed into the arena in two lines down the center aisle. Staff will direct you to a seat in Section A (left side) or B (right side) where you should be seated quickly.
- You will enter the stage from the side you are seated. Approach the stage and present your reader card to the reader.
- Proceed forward to receive your diploma cover, shake hands with a University Administrator then exit the stage via the *front center* stairs, and return to your seat. Please be seated at that time.

**Remember to have your card for the reader completed BEFORE proceeding to the stage. Tassels should be worn on the right side of cap for all undergraduates.

What's a Reader Card?

- A reader card is included in your cap and gown order. It is critical that you provide your name as you want it announced. You should also provide a phonetic spelling of your name to ensure it is pronounced properly.
- Bachelor's candidates should note any honors designation you may have (cum laude, magna cum laude, summa cum laude). Your honors designation in **the program** is determined by your grade point average at the beginning of your final semester. Your honors designation printed on your **diploma** considers your final grades at the end of the semester.

Card for Undergraduates

Graduate Name Card	WF	Graduate Name Card	WF
If you're graduation with honors, please circle one: Summa Cum Laude Magna Cum Laude Cum Laude Please Print in BLOCK LETTERS		Degree: _____ Please Print in BLOCK LETTERS	
Phonetic Spelling: _____ First Last		Phonetic Spelling: _____ First Last	
Name: _____		Name: _____	
Permanent Email: _____ (After Graduation)		Permanent Email: _____ (After Graduation)	
Parents/Other Email: _____		Parents/Other Email: _____	
Mobile Phone Number: () _____ We may send you a text message when your pictures are available for viewing online		Mobile Phone Number: () _____ We may send you a text message when your pictures are available for viewing online	
Parents/Other Mobile Number: () _____		Parents/Other Mobile Number: () _____	
Permanent Address: _____		Permanent Address: _____	
City: _____ St: _____ Zip: _____		City: _____ St: _____ Zip: _____	
To help you get the correct graduation photos, please fill out the following:		To help you get the correct graduation photos, please fill out the following:	
<input type="checkbox"/> Female <input type="checkbox"/> Glasses Hair Color: _____		<input type="checkbox"/> Female <input type="checkbox"/> Glasses Hair Color: _____	
<input type="checkbox"/> Male <input type="checkbox"/> Moustache Hair Length: <input type="checkbox"/> Long <input type="checkbox"/> Med. <input type="checkbox"/> Short		<input type="checkbox"/> Male <input type="checkbox"/> Moustache Hair Length: <input type="checkbox"/> Long <input type="checkbox"/> Med. <input type="checkbox"/> Short	
<input type="checkbox"/> Beard		<input type="checkbox"/> Beard	

Card for Doctoral/Ed. Spec./Master's

Recessional (Leaving)

After the Alma Mater is sung the recessional will take place in the following order:

Platform Party exits stage



followed by the Faculty



then Students

The Alum-Line is a UWF tradition at Commencement that allows our Faculty an opportunity to personally congratulate UWF's newest Alumni. Students will exit out the two north entrances.

Have your phone ready for a quick selfie with your favorite faculty members!

Live Webcast

- The ceremony will be webcast live courtesy of WUWF. Those unable to attend the ceremony may view the ceremony live in its entirety by accessing the link on the commencement homepage uwf.edu/commencement. The link will not be active until the start of the ceremony.
- Archived ceremony webcasts are available to view at uwf.edu/commencement or WUWF.org so you know what to expect at your ceremony.

Commencement Program

IMPORTANT – PLEASE READ

- You must have a graduation application on file to be included in the program. If you have a privacy hold on your student record, your name **CANNOT** be printed in the commencement program. It is easy to check for a privacy hold on your account. Go into MyUWF, select ‘Contact and Privacy Information’. If you have a privacy hold, it will show on this screen. If you need to lift a privacy hold, simply remove the checkmark in the privacy box and select ‘Save’.
- If there is no privacy hold, your name will be printed in the program as you requested for your diploma on your graduation application. You must apply for graduation and have all privacy holds lifted by the deadline to be included in the program.

Guest Information



Pensacola Bay Center
front (west) entrances



Pensacola Bay Center
back (east) entrances

- Doors open one hour prior to each ceremony. Guests needing assistance should arrive early to allow time for parking and being seated. Guests may enter the Pensacola Bay Center from the north and south concourses on both the front and back of the arena.
- There is presently no limit to the number of guests allowed and tickets are not required.
- Seating is on a first-come, first-serve basis.

Guests with Special Needs

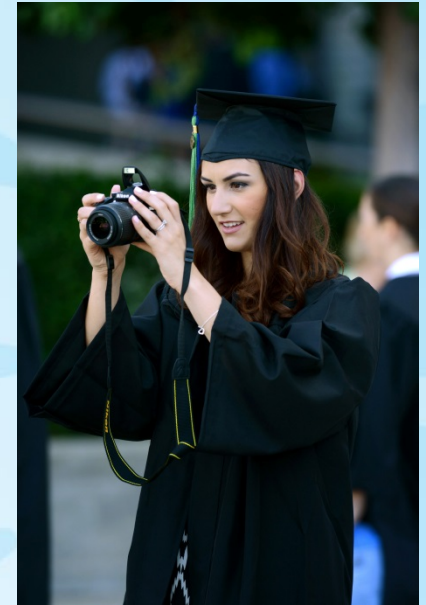
- Parking for disabled students and guests is available in the front parking lot. Disabled guests may enter the Bay Center at the front and use the elevator to reach second floor seating.
- Only one guest can accompany someone with special needs on the elevator.
- There is limited handicap seating and parking available on a first-come, first-serve basis.
- Wheelchairs are not provided but guests are welcome to bring their own.
- Two signing interpreters will be provided for each ceremony.
- For questions regarding special accommodations, contact Lori Milkeris at lmilkeris@uwf.edu or 850.474.2550.

Other Important Info

- If you leave the Bay Center during the ceremony, you will not be allowed to re-enter. You should not leave during the ceremony except in the case of an emergency. It is important to show respect for the occasion and not be disruptive.
- Restrooms will be available during the ceremony in the locker rooms on the south side of the tunnel *ONLY*.
- Family and friends should not crowd the front entrance at the conclusion of the ceremony as this is a safety hazard.
- The ceremony typically lasts 1.5 hours.
- There is no limit to the number of guests at this time. No tickets are required.
- The Pensacola Bay Center (PBC) does not allow the following items:
 - No food or drink
 - No balloons, wrapped gifts, glass items, banners, posters, signs,
 - No air horns (guests using these will be asked to leave)
 - No large bags, backpacks, strollers, umbrellas, flashlights, laser pointers
 - No weapons of any kind
- Cameras are allowed into the PBC
- There is no secure place for students to leave personal belongings during the ceremony. Only take with you what you can carry into the arena.

Photography

- GradImages will be available at the Graduation Fair to take graduation pictures. Students are encouraged to take advantage of this opportunity to have photos made to send with invitations.
- The UWF Bookstore also utilizes GradImages to provide professional photographs for commencement. You will have a photo taken as you receive your diploma cover.
- GradImages will email your proofs to the email address you provide on your reader card. Make sure to provide a personal email address in the event your student email account is inactivated.
- If you have any questions regarding your proofs or photo orders, please contact UWF Bookstore for assistance at 850.474.2150 or uwf.bkstr.com.



Diplomas

- Your diploma will be mailed to the address you provide on the Graduation Application.
- Diplomas are mailed approximately 6-8 weeks after commencement. It is important that you provide the mailing address where you will be two months after graduation versus where you are living today. If you unexpectedly move in that timeframe, make sure to forward your mail so your diploma is forwarded as well.
- If you graduated with an honors status, this will be printed on your diploma.
- The fee for duplicate diplomas is \$10. Duplicates may be ordered online.

Tell us about your experience



We strive to provide you a ceremony befitting of the time and energy you have placed in obtaining your degree. In the days after the ceremony, you will receive a request to complete a survey. Please take a few minutes to give us your feedback on your experience.

Commencement Staff

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850.474.2211

Thank you, Graduate!

It has been an honor for the Faculty and Staff here at the University of West Florida to have been a part in this chapter of your life.