COMMENCEMENT GUIDE
Information and instructions for graduates, families and guests

Tuesday, December 10, 2019
The Fox Theatre
2211 Woodward Avenue, Detroit

commencement.wayne.edu
Graduates,

Congratulations on your graduation from Wayne State University! It’s almost time to celebrate your academic achievements with your family and guests at the December 2019 commencement ceremonies.

Commencement provides the university an opportunity to recognize the accomplishments of its graduates and share in the excitement with faculty, administration, staff, fellow graduates, and family and guests.

Commencement is an exciting and memorable occasion for all of our graduates, but it is also a solemn one. Leaving before the ceremony has ended is disruptive and disrespectful to others. Graduates and their guests are expected to remain for the entire ceremony. The last graduate to cross the stage should expect to receive the same honor as the first graduate, so please show consideration for all graduates by remaining seated until the conclusion of the ceremony.

The information in this guide will assist you in preparing for your special day. Included is important information and instructions for you, your family and guests. Please read carefully to ensure your special day is a joyous and memorable one.

Congratulations, and best of luck on your future endeavors!

Office of University Commencement
CEREMONY SCHEDULE

Fox Theatre
2211 Woodward Avenue, Detroit
Doors to the Fox Theatre will open 90 minutes before each ceremony. Ceremonies will last approximately two hours.

Ceremony I – 10 a.m.
College of Engineering
College of Fine, Performing and Communication Arts
School of Information Sciences
College of Liberal Arts and Sciences
School of Medicine (Ph.D./master’s)

Ceremony II – 3 p.m.
Mike Ilitch School of Business
College of Education
College of Nursing
Eugene Applebaum College of Pharmacy and Health Sciences
School of Social Work

All Ph.D./Ed.D. candidates will participate with their respective school or college ceremony.

Note: Walking in Commencement does not constitute graduation or guarantee that you will receive your diploma. Check with your school or college advisor to confirm all degree requirements have been met.
All graduates must wear academic regalia for their ceremony. Oak Hall is the official university vendor for all caps and gowns. Caps and gowns may be purchased at the WSU Bookstore.

**BACHELOR’S AND MASTER’S DEGREE CANDIDATES**
The bachelor’s cap and gown is $56.98 plus tax. The master’s gown, cap and hood is $96.98 plus tax.

**DOCTORAL DEGREE CANDIDATES**
Doctoral degree candidates (Pharm.D./Aud.D./DPT/DNP) wear doctoral regalia that must be rented through the WSU Bookstore. The regalia includes doctoral black gown, doctoral hood and tam. The graduate will be able to keep the tam and tassel following the ceremony. The rental fee for doctoral regalia is $117.98 plus tax.

**PH.D./ED.D. DEGREE CANDIDATES**
Ph.D. and Ed.D. degree candidates wear regalia that must be rented through the WSU Bookstore. The regalia includes a custom Wayne State University gown, hood and tam. The graduate may keep the tam. The rental fee for Ph.D./Ed.D. regalia is $191.25 plus tax.

The bookstore will inform doctoral degree candidates of the due date for all rented regalia. Place orders as soon as possible to ensure timely delivery of regalia and avoid additional shipping charges.

For graduates who did not purchase their academic regalia during Grad Expo, a limited supply of caps and gowns will be available at the WSU Bookstore during normal business hours: Monday through Thursday, 8 a.m. to 6:30 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 10 a.m. to 3 p.m.; closed Sunday. The bookstore accepts cash, check, credit card and OneCard for academic regalia. Call the bookstore at **313-577-2436** with questions.
ANNOUNCEMENTS, RINGS AND DIPLOMA FRAMES
Announcements and class rings may be ordered from Balfour, the official university vendor for announcements and class rings, at the WSU Bookstore. Diploma frames may also be purchased at the WSU Bookstore.

HONORS COLLARS AND CORDS
Students who qualify for departmental or university honors will receive a special gold collar to wear with their cap and gown. Students completing the graduation requirements for the Community of Scholars will receive a blue cord to wear with their cap and gown. You will be notified by the Irvin D. Reid Honors College if you have met the criteria to receive either distinction. Please contact the college at honors@wayne.edu if you have any questions. The commencement office does not issue honor stoles or cords.
TICKETS AND SEATING

GRADUATE ACCESS PASS
All graduates participating in Commencement are required to have a Graduate Access Pass, which allows them admission to the theatre.

GUEST TICKETS
Tickets are required for all guests attending Commencement. Each eligible student may receive a maximum of five (5) guest tickets. Because of strict occupancy regulations, tickets must be presented for each guest, no matter the age, upon entry to the Fox Theatre. Please be sure guests have their tickets on the day of the ceremony. **Guests will not be admitted without a ticket.** Guest seating is on a first-come, first-served basis. Please note: Strollers, car seats and infant carriers are not allowed in the theatre.

FOX THEATRE

DIRECTIONS, TRAFFIC AND PARKING

DIRECTIONS TO THE FOX THEATRE
The Fox Theatre is located at 2211 Woodward Avenue, across from Comerica Park.

TRAFFIC
Expect busier-than-usual conditions on the freeways and surface streets near the Fox Theatre before and after the ceremony. You are encouraged to arrive early to reduce traffic congestion.
Before you leave for Commencement, visit michigan.gov/mdot to check for closures and detours. On your way to the Fox Theatre, tune in to WWJ-AM 950 for current traffic information.

PARKING
General parking for Commencement will be available in Comerica Park lots 1 and 2 on Woodward Avenue and Structure D on Montcalm — both directly across from the theatre. There is a $10 per vehicle charge for parking in these specified lots.

ACCESSIBLE PARKING
Handicapped parking is available in the Comerica Park Lots 1 and 2 and Structure D. These parking spots are available on a first-come, first-served basis to guests with the appropriate disabled permit and a state-issued license plate or placard.
ARRIVAL TIMES
Doors will open at 8:30 a.m. for the morning ceremony and 1:30 p.m. for the afternoon ceremony. Graduates need to be in the theatre one hour prior to the start of the ceremony. Guests should be seated 30 minutes prior to the start of the ceremony.

GRADUATE ENTRY
■ Upon arrival, graduates will enter the theatre through the stage door entrance located on Montcalm.
■ Graduates will then be directed to the main floor for seating and ceremony directions.
■ Graduates must be in their seats 30 minutes prior to the start of the ceremony.

GUEST ENTRY
■ Guests will enter through the main doors to the theatre on Woodward Avenue.
■ To ensure the highest level of safety and security, all guests are subject to a security screening upon entering the Fox Theatre; security measures include screening via walk-through metal detector and bag inspections. Please note: All personal belongings are subject to inspection, and prohibited items must either be returned to the owner’s vehicle or discarded. Items will not be held for later pickup.

PROHIBITED ITEMS
The following items are not permitted in the Fox Theatre. This policy is strictly enforced.
■ Weapons of any kind (this includes weapons accompanied by a valid CPL permit and pocket knives)
■ Aerosol cans (hair spray, mace, pepper spray, etc.)
■ Backpacks, luggage, grocery and paper bags, duffle bags, large bags, large purses, large camera cases
■ Balloons (air or helium)
■ Balls (beach balls, footballs, baseballs, etc.)
■ Banners
■ Cameras with lenses longer than five inches
■ Coolers of any kind, including small soft-pack coolers
- Food, beverages or liquids (cans, bottles or boxes)
- Laser pointers
- Noisemaking devices (bells, horns, kazooos, whistles, etc.)
- Strollers and infant/car seats or carriers
- Umbrellas
- Utility tools

The Fox Theatre reserves the right to expand or modify the list of prohibited items at any time.
GRADUATE INSTRUCTIONS AND SEATING

Upon arrival to the Fox Theatre, graduates must enter at the graduate entrance located on Montcalm. Signs will be posted. Remember to bring your access pass and photo/name pronunciation card with you. After you check in, you will be directed to the seating area. Guests are not allowed in the graduate seating area and will be directed to the guest seating areas.

Graduates should arrive in their academic regalia (cap and gown). Be sure to wear the tassel you were issued with your cap and gown; tassels are color-coded to signify the college/school granting the degree. Tassels are worn on the right side for graduates receiving bachelor’s degrees. Master’s and doctoral candidates wear their caps with their tassels on the left, signifying their previous degree or degrees.

Please dress appropriately and wear comfortable footwear. As a safety precaution, spiked or high-heeled shoes are not recommended. Coats, handbags, drinks and other items may not be taken to the seating area. Leave coats, handbags and all valuables at home or with your guests.

When you enter the theatre, you will be directed to your college/school seating area. Graduates will be seated according to college, school and degree. There is no rehearsal prior to the ceremony. All graduates must be in their seats 30 minutes prior to the start of the ceremony to receive important instructions. Please arrive on time; if you arrive late, you may not be seated with your school/college and will be seated in the overflow seating section of the theatre.

Graduates are required to remain for the entire ceremony.

PHYSICALLY CHALLENGED GRADUATES

If you will need assistance ascending and descending the stage during the ceremony, please contact the commencement office at 313-577-0300.
GUEST INFORMATION

GUEST SEATING
Guests should enter the theatre at the main entrance on Woodward Avenue. **Guests are admitted by ticket only.** Guest seating is open and available on a first-come, first-served basis. Seats may not be saved. Please have everyone in your party arrive at the same time. Fox Theatre representatives will assist guests with seating. All guests should be seated 30 minutes prior to the start of the ceremony. Guests and graduates are expected to remain for the entire ceremony.

WHEELCHAIR/MOBILITY-LIMITATION SEATING
The Fox Theatre provides wheelchair and companion seating for guests who need assistance. Guests arriving with their own wheelchairs will need to report to Guest Information, located in the Grand Lobby, to request an escort to the special needs seating area.

Guests with mobility limitations should also report to Guest Information for assistance with seating. A limited number of wheelchairs are available for transport to the seating area but are not available for use during the ceremony. Guests with difficulty walking are encouraged to bring their own wheelchair.

Every effort will be made to try and seat all guests together; however, disability seating is limited and, due to space constraints, it may be necessary that only one escort may accompany the guest to the special seating area.

INTERPRETING SERVICES
Sign language interpreters will be provided during the commencement ceremonies and projected on a screen. Interpreters will not be signing the individual names of all graduating students.

CONCESSIONS
Concession stands will be open prior to each ceremony and will close when the ceremony begins. There will be no alcohol sales.
GUEST INFORMATION

RESTROOMS
Restrooms serving main floor guests are located in the lower-level lounge areas; the men’s restroom is located on the right side of the theatre and the women’s is located on the left. The mezzanine and Gallery A, B and C men’s restrooms are located on the left side of the theatre and the women’s are located on the right. Barrier-free restrooms are located on the main floor and Gallery C (left side of the theatre).

FLOWERS
Commencement Flowers will have floral bouquets and gifts for your special graduate available for sale in the Grand Lobby.

FIRST AID
First aid is available during all ceremonies. Please contact a Fox Theatre staff member if assistance is needed.

LOST AND FOUND
All found items will be taken to the Fox Theatre Corporate Security Department following the ceremony. Please contact a Fox Theatre staff member or call 313-471-6490 to inquire about lost items.

PROGRAM BOOK DISTRIBUTION
Program books will be available at seating entrances for guests. Graduates will receive a program book upon arrival.
COMMENCEMENT ETIQUETTE
Commencement is an exciting and memorable occasion for all of our graduates, but it is also a solemn one. Leaving before the ceremony has ended is disruptive and disrespectful to others. Graduates and guests are expected to remain for the entire ceremony.

The last graduate to cross the stage should expect to receive the same honor as the first, so please show consideration for all graduates by remaining seated until the conclusion of the ceremony.

Please refrain from excessive talking, cheering, use of noisemakers and other distractions, as this takes away from the dignity of the ceremony. Watches with alarms, cellphones and beepers can be distracting as well.

Out of respect for all graduates and guests, please switch all of your electronic equipment to silent, vibrate or off.

THE CEREMONY
Each ceremony will feature greetings by university officials, a student speaker, conferral of degrees and the diploma march, during which the graduates’ names will be called.

PROCESSIONAL
The academic processional, which marks the start of the ceremony, will start promptly at 10 a.m. for the morning ceremony and 3 p.m. for the afternoon ceremony. The platform party and faculty will process to their seats and the ceremony will begin. There is no processional for the graduates.

ANNOUNCING OF GRADUATE NAMES
Graduates’ names will be announced during the diploma march. Graduates were given a name pronunciation card when they received their Graduate Access Pass. Cards should be completed before arriving to the theatre and ready to hand to the announcers as they reach the stage.
CEREMONY INFORMATION

DIPLOMA MARCH
Each graduate is presented with a special diploma cover during the diploma march. Bachelor’s, master’s and doctoral diplomas are mailed approximately four to six weeks after degrees have been certified. Ph.D./Ed.D. graduates are presented with their diplomas at the ceremony.

GRADUATE PHOTOGRAPhS
Grad Images is the official university commencement photographer. They will be at Commencement to take graduate photos during the ceremony. You will receive information from them by email and by mail. Find out more about their services at gradimages.com.

RECESSIONAL
Following the ceremonial recognition of the graduates, the platform party and faculty will leave the theatre during the recessional march. Graduates and guests should remain seated until they have exited the theatre. The commencement emcee will dismiss the graduates and guests.

MEETING AFTER THE CEREMONY
Please be sure to communicate with your guests about where to meet after the ceremony. Approximately 5,500 people will exit at the same time, and it may be difficult to locate your family and guests.
ADDITIONAL INFORMATION

PROGRAM BOOK
The graduate’s name will appear in the program book as it was typed or written on the degree application. There will be no program reprints to accommodate incorrect spelling or missing names because of late degree applications. Due to publication deadlines, names and honors added to or changed on the graduation list after Nov. 1 will not appear in the program book.

Student names were submitted for the program book by their school or college. If a student’s name does not appear in the program book, they should contact their school or college degree coordinator or the Office of Records at 313-577-3531 to verify graduation eligibility.

DISTINCTION AND HONORS
Wayne State University bestows upon students completing the baccalaureate degree three separate designations for scholastic excellence reflected in the cumulative honor point average. Graduation With Distinction recognizes the top 20 percent of students in each college/school who have earned the highest honor point average: summa cum laude (top 5 percent), magna cum laude (next 5 percent) and cum laude (next 10 percent). To be eligible for consideration, students must have accumulated 56 or more hours in residence at Wayne State University. Graduation With Distinction will be noted in the program book as well as indicated on the student’s diploma and on the transcript. This practice is observed at the undergraduate level only. If you have any questions, please contact your academic advisor.

Students who have achieved distinction by completing the requirements for department and/or university honors are designated in the program book by (DH) for department honors and/or (UH) for university honors. Their diplomas acknowledge these scholastic achievements. Students graduating with honors conferred by departments, schools and colleges and by the Irvin D. Reid Honors College are eligible to wear a gold collar in recognition of their achievements. Students will be notified by the college or school if they have met the requirements.
ADDITIONAL INFORMATION

WEB BROADCAST
For friends and family members who are unable to attend, livestreaming video will be available at wayne.edu/live for each ceremony.

DEGREE STATUS
Diplomas will be mailed following certification of your degree. If you have questions about the status of your diploma, call your school or college advisor or the Office of the Registrar.

Walking in Commencement does not constitute graduation. Check with your school or college to confirm you have met all graduation requirements.

FINANCIAL OBLIGATIONS
Your diploma or official transcript cannot be released if you have financial obligations to the university. For questions about financial matters, contact Student Accounts Receivable at 313-577-3653.

DUPLICATE COPY OF DIPLOMA
To order a duplicate copy of your diploma, mail a written or typed request for a duplicate diploma to:

Wayne State University
Office of the Registrar
Attention: Graduation
5057 Woodward Avenue, fifth floor
Detroit, MI 48202

Include your name, address, phone number, WSU identification number or social security number, year graduated, type of degree (example: bachelor’s, master’s, Ph.D., Ed.D. or certificate), and a processing fee of $40 (payable by check or money order to Wayne State University). Credit cards are not accepted. Requests usually take five business days.

LODGING
For lodging information for out-of-town guests, please contact the Detroit Metropolitan Convention and Visitors Bureau at 1-800-DETROIT (338-7648) or visitdetroit.com.
QUESTIONS

- For questions regarding degree applications or diploma status, contact your advisor or the Office of the Registrar at graduation@wayne.edu.

- For questions concerning academic status, contact your advisor in your college or school.

- For questions regarding caps and gowns, announcements, rings, or diploma frames, call the WSU Bookstore at 313-577-2436.

- For questions regarding the commencement ceremonies, call 313-577-0300 or visit commencement.wayne.edu.
Seating area for FOX THEATRE

CEREMONY I

10 a.m.
Seating area for FOX THEATRE

CEREMONY II

3 p.m.

EDUCATION
NURSING
EACPHS
SOCIAL WORK
BUSINESS
Congratulations!
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