



**Western
University**
OF HEALTH SCIENCES

COMMENCEMENT 2019

Graduate Information Packet, Lebanon Campus

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GENERAL INFORMATION

COMMENCEMENT WEBSITE

commencement.westernu.edu

COMMENCEMENT SCHEDULE AND LOCATION

Friday, May 31, 2019 | 10:00 a.m. on the COMP-Northwest Campus

COMP-NORTHWEST CAMPUS



DIRECTIONS

From Portland Airport and I-5 South

1. Start on NE Airport Way 1.8 miles
2. Merge onto I-25 S/Veterans Memorial Hwy towards I-84/Portland/Salem 23.8 miles
3. Merge onto I-5 via the LEFT exit towards Salem 55.8 miles
4. Take US 20/Santiam Hwy, exit 233 towards Lebanon/Sweet Home
5. Keep Right at the fork to go on US 20/Santiam Hwy SE 11.4 miles
6. For parking turn right onto Reeves Parkway, then left on 5th Street. ADA parking permit required for ADA parking.

From Eugene Airport and I-5 North

1. Start out going SW on Douglas Drive .5 miles
2. Douglas Drive becomes Airport Road 1.5 miles
3. Turn right onto OR-99/Pacific Hwy West 1.5 miles
4. Merge onto OR 569 E/Beltline Hwy E via Exit 6 toward I-5/Beltline Hwy 6.5 miles
5. Merge onto I-5 N toward Portland 32.6 miles
6. Take the OR-34 exit, Exit 228 toward Lebanon/Corvallis
7. Turn right onto OR-34/Corvallis-Lebanon Hwy 7.7 miles
8. Turn left onto N 5th Street
9. For parking follow signage. ADA parking permit required for ADA parking.

INFORMATION FOR GRADUATES

PARTICIPATION IN COMMENCEMENT



You are eligible to participate in the 2019 Commencement Ceremony if you anticipate you will complete all graduation requirements by December 31, 2019. Degree requirements for each university program can be found in the [University Catalog](#). If you are unsure if you are eligible to participate in the 2019 Commencement Ceremony, please contact Dr. Fernandes Paul at mfernandespaul@westernu.edu for additional information.

Attendance at Commencement is mandatory for all WesternU students. Unless special permission has been

granted by the Dean of your college, you must participate. If the Dean grants special permission for excusal from commencement, you may be required to present yourself to the Dean (or their designee) at another specified date to take your profession's oath. Requests for excusal will only be granted for extenuating circumstances, such as a prior military commitment. Please contact your College's Student Affairs Professional if you need to request an excusal.

All graduates are assessed a \$350.00 non-refundable graduation fee in their final year of studies. The graduation fee covers the cost of your academic regalia (cap, gown, and academic hood), degree audit/diploma processing, diploma, and graduation celebration. Note: Students who elect not to participate in their College's graduation celebration are not eligible for a refund of any portion of the graduation fee.

COMMENCEMENT TICKETING

In order to ensure adequate seating for all, graduates are requested to bring no more than 10 guests. If you anticipate that you have more guests, please contact the Office of Student Affairs at studentaffairsOR@westernu.edu.

All students are provided two (2) Family Hooder tickets. In January, you will be required to complete the '[Graduate Participation Form](#)'. Family Hooder instructions will be mailed Early Spring Semester.

All guest seating (with the exception of Family Hooders) is General Admission on a first come, first served basis. Tent doors will open for guests one hour before the ceremony. Tent doors will close before the ceremony begins to clear the lobby and aisles to prepare for the academic procession (graduates and faculty marching in). The doors will reopen after the Processional, National Anthem and Invocation (approximately 30 minutes). Late arriving guests will be seated immediately following the Invocation.



GRADUATE LINE-UP

Graduates should arrive no later 7:45 a.m. to check in.

At the COMP-Northwest campus, graduates will check-in in at the **Conference Center**, located in the Boulder Falls Center, directly behind the Best Western Boulder Falls Inn (see map above). Look for the directional signs to the graduate check-in. Graduates will be lined up in alphabetical order by program. Faculty and staff from the University will be supervising the line-up procedure for the processional. Please follow their instructions.

WESTERNU ACADEMIC REGALIA

Your academic regalia (cap, gown, and academic hood) can be purchased online from [Jostens](#) beginning January 7, 2019. You will receive an e-mail from the Office of the Registrar with ordering instructions. While the cost of your academic regalia is covered by your graduation fee, you will be required to pay shipping and handling (approximately \$12.00). Your cap and gown will be mailed directly to the address you provide when ordering. Your academic hood will be shipped to the University and given to you on stage. Your academic regalia is yours to keep after the Commencement ceremony.



All WesternU Commencement participants must be attired in the appropriate WesternU academic regalia. Graduates who are members of nationally-recognized, registered student organizations or registered honors organizations during their studies at WesternU may request authorization to wear additional regalia from those organizations during the Commencement ceremony. The only types of additional regalia items approved are honor cords or stoles. Medallions are not approved items of regalia.

If you wish to wear any additional regalia items, please complete the following steps:

- 1) Check to see if your club or organization is approved and listed on the [University Student Affairs](#) website. If your club/organization is listed, you may bring your honors cords or stole directly to Commencement.
- 2) If your club/organization is not listed, you will need to request permission to wear the regalia from the Student Affairs personnel within your College.

Graduates may also wear one (1) lei during the Commencement ceremony; however, you will be asked to remove it prior to going on stage to obtain your diploma and receive your academic hood. If you do not wish to leave it on your seat, please carry the lei on stage over your left arm.

Graduates are not permitted to add decorations to their mortarboards or tams. Graduates found to be out of compliance during line-up will be asked to remove unapproved items.

Graduates are asked to leave all 'carry-along' items (purses, cell phones, electronic devices, books, flowers, etc.) with family members or in your car. Graduates should not carry anything during the processional.

GRADUATE BEHAVIOR

Commencement is a dignified occasion. Participants are expected to conduct themselves accordingly. The behavior of each graduate helps to set the tone for this important event. Graduates and families look forward to this milestone with excitement and anticipation. The ceremony and appropriate behavior by the graduates will create positive memories for all who attend. Students and guests are expected to remain seated until the ceremony has concluded.

ORDER OF EXERCISES

WesternU's Commencement ceremonies follow a set order of exercises. At the start of the ceremony, graduates, then faculty and administration process into the tent and to their seats. Graduates will be seated at the front of the Commencement tent.

After the National Anthem is performed and the Invocation is given, the President and the Chairman of the Board of Trustees will give their welcoming remarks. Then, the keynote speaker will be presented with an honorary degree (if eligible) and give the Commencement Address. After the keynote speech, the President and the Dean will approach the podium, and the President will ask candidates for a specific degree to stand as he confers their degree. After the degree is conferred, all graduates can be seated except for those approaching the stage to receive their diploma.

At the prompting of the College Marshal, the first row will approach the stage and stand in front of the steps on the far right side of the stage. The ceremony will move from stage right to stage left (as you face the stage). Each graduate will be called to the stage in alphabetical order. A faculty member will be positioned at the stage steps to check the alphabetical order of the graduates before they go on stage.

Once your name has been announced, go to the diploma table, shake hands with the Dean and receive your stage diploma from the President. A professional photograph will be taken by a University photographer. After the photograph, walk across the stage to the hooding table to meet your Family Hooder(s). Turn with your back to the Family Hooder(s) and stand on the "X" marked on the floor. If you are taller than your Family Hooders(s), squat down so they can place your hood on you. Another photograph will be taken, so be sure you and your Family Hooder(s) face the photographer.

After the photograph, immediately leave the stage with your Family Hooder(s). At the bottom of the exit stairs, the Alumni Representative will give you your alumni pin. Once you have your alumni pin, return to your seat. Your Family Hooder(s) will be directed to return to their seats in the loge. All graduates should remain in their seat until the end of the ceremony.

After the President gives his closing remarks, the faculty and administration will recess out of the Commencement tent. Graduates will recess out of the Commencement Tent and are required to return to the Samaritan Center for their class photograph.

Families, parents and guests should meet their graduate on the South (garden) Patio of Boulder Falls Center or at the COMP-Northwest Open House following the ceremony. Guests will not be permitted into the student area of Boulder Falls Center following the ceremony.



FAMILY HOODING

Western University of Health Sciences proudly offers our graduates the opportunity to have **two (2)** family members/friends join them on stage to bestow them with the academic hood signifying their degree. Family Hooders must be **12 years of age or older**. If one of your Family Hooders is a minor, they must be accompanied by an adult, who will count as one of the Family Hooders. No exceptions to the Family Hooder policy will be granted due to safety and liability issues.

Instructions for your Family Hooders and a video showing the hooding process will be available on the [Commencement](#) website. Please urge your Family Hooders to review the instructions and video prior to the Commencement ceremony. Your Family Hooders may also review the instructional video prior to the Commencement ceremony, where they will also have an opportunity to practice placing the academic hood.



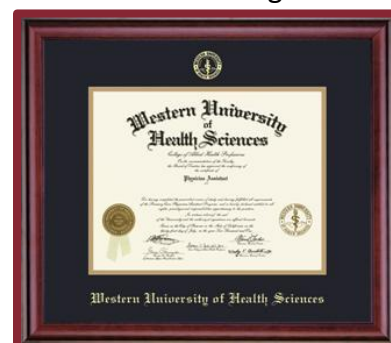
CLASS PHOTOGRAPH

Your official class photograph will be taken before the ceremony in the Samaritan Center. **All leis and stoles must be removed from your robe prior to the class photograph.**

DIPLOMAS

The College Marshal will lead you to a designated area. Please stay in line during the recessional through to the Boulder Falls Center. You may then obtain your official diploma (if available) and then join your family.

Official diplomas will not be issued until the conclusion of the Commencement ceremony and completion of your class photograph. If you have completed all of your graduation requirements and received a confirmation e-mail from the Office of the Registrar, you may pick-up your diploma in the Samaritan Center.



Diploma frames can be purchased from the [University Bookstore](#) on the day of the ceremony or in advance on their website. Master's diplomas measure 11 x 14 inches, while Doctoral diplomas measure 12 x 15 inches.

UNIVERSITY HONORS

To receive University Highest Honors upon graduation, a student must be in the top 3% of their graduating class AND have a GPA greater than or equal to 3.75. To receive University Honors upon graduation, a student must be in the top 4-10% of their graduating class AND have a GPA greater than or equal to 3.75.

Students eligible for University Highest Honors or Honors will be given an honor cord to wear during the Commencement ceremony. Highest Honors and Honors are also noted on the student's transcript and diploma.

GRADUATE CELEBRATIONS

Graduate celebrations are planned by your College/Program and typically take place during Commencement week. For a full schedule of planned celebrations, please visit the [Commencement](#) website.

INFORMATION FOR GUESTS

GUEST INFORMATION

The Commencement Exercises will take place near the Boulder Falls Center, located at 605 Mullins Drive, Lebanon, Oregon, 97355. The general public will enter the Commencement tent through the main entrance.

No balloons, tripods, strollers, large signs, air horns, or bright camera lights will be permitted in the auditorium.

The processional starts promptly at 10:00 a.m. The tent will close temporarily from approximately 9:40 – 10:15 a.m. for the processional. The Commencement tent will re-open for guests after the National Anthem and Invocation. **Please encourage your family members and guests to allow ample time to arrive, park and be seated in the Commencement tent.** Parking area maps will be posted on the Commencement Website in late May 2019.

OPEN HOUSE

An open house will follow immediately after the Commencement ceremony at the COMP-Northwest building, located at 200 Mullins Drive, Lebanon, Oregon, 97355.

HOTELS AND RESTAURANTS

We have reserved rooms at special rates at several hotels in the Lebanon area for our WesternU graduates, their families and friends. You must contact the hotel directly for reservations. Please inform the operator that you are inquiring about rooms reserved for Western University of Health Sciences.

Call early before all WesternU rooms are reserved. After the "reserve by" dates, rooms are subject to availability and special rates may not be honored. Keep in mind, during the week of Commencement, there will be a number of large conferences in the Pasadena area, so make your reservations early. You can access a listing of participating hotels on the [Commencement](#) website. Airport transportation from PDX is available through Hut Shuttle. For information, go to www.hutshuttle.com

SERVICES

LOST AND FOUND

In the event that you lose an item during the Commencement Exercises, please check with the Information Booth at the front of the Commencement tent. All items not picked up during the ceremonies will be given to the security department at COMP-Northwest.

VENDORS

The Campus Bookstore will also be open and offers diploma frames, WesternU apparel, and other assorted WesternU items for purchase.

CEREMONY PHOTOGRAPHS/VIDEOS

Individual graduate photographs of the diploma and hooding ceremonies will be taken on stage. You may purchase these photographs directly from the WesternU website once they become available. A DVD of the entire ceremony will also be available. For additional information, please visit the [Commencement](#) website.

CEREMONY RECORDING

Family and friends who are unable to attend your Commencement ceremony may view the delayed webcast of the Ceremony via the Commencement website. For additional information, please visit the [Commencement website](#).

ACCOMMODATIONS FOR GRADUATES AND GUESTS

To request accommodations in advance, you must indicate your needs when you complete the [Graduate Participation Form](#). Please note, only graduates have access to the request form. Should you need to speak to anyone regarding your request, the friendly staff at the Harris Family Center for Disability and Health Policy (CDHP) are available to assist you with your needs. Please be as specific as possible on the Graduate Participation Form. Contact: Kelly Mack, at kmack@westernu.edu

WesternU's Commencement Assistants will be on site and available to assist you with the following:

- **Wheelchair Assistance:** Wheelchairs will be on site for those who may need them, and seating has been reserved for wheelchair access. Staff will be available to help you to your seat should you or your guests need assistance.
- **Family Hooders Who Require Assistance**
- **Deaf/Hard of Hearing:** Reserved seating has been set aside for anyone needing a sign language interpreter. Captioning and assistive listening devices can also be made available upon request.
- **Blind/Visually Impaired:** Seating arrangements can be made for anyone with a visual impairment.
- **Other Needs:** If you or your guests need other disability related accommodations we will be happy to work with you.

SERVICE ANIMALS

Pets and other animals are not permitted with the exception of service animals (i.e., dogs and miniature horses) defined by the American Disability Act (ADA) as animals that are individually trained to do work or perform tasks for a person with a disability. Service animals are work animals, not pets.

EMERGENCIES

EMT's from the City of Lebanon will be on duty during the Commencement ceremonies to provide first aid assistance in the event of any medical emergencies or illnesses. If you need assistance, please let one of the Commencement Assistants (in white robes) know and they will contact the appropriate personnel.

PRINTED PROGRAMS

Commencement programs will be distributed individually to all graduates at the Commencement Ceremony. Programs will be distributed to guests as they are seated prior to the start of each ceremony. If you wish to request additional Commencement programs after the ceremony, please e-mail studentaffairsOR@westernu.edu. A limited number of additional programs may be available and will be distributed on a first come, first served Basis.

FACULTY INFORMATION

ARRIVAL TIMES

Friday, May 31, 2019

8:00 a.m.	Arrival at Boulder Falls Event Center
8:00 a.m. – 9:30 a.m.	Faculty robing & refreshments in Boulder Falls Event Center
9:30 a.m.	Line up for academic processional
10:00 a.m.	Commencement ceremony begins

PLAN YOUR ARRIVAL

Faculty robing and line-up will take place at the Boulder Falls Center. Parking maps will be distributed prior to Commencement. Please park in the designated faculty parking area only. It is essential that you arrive on time so that we can obtain an accurate head count prior to the start of the processional. Faculty arriving late will not be included in the processional or seated on the stage after the processional begins.

REQUEST ACCOMMODATIONS (IF APPLICABLE)

If you are participating in the processional, but need a special accommodation (e.g. being pre-seated), please e-mail [Kelly Mack](#) at least one week prior to Commencement. Pre-seated faculty will have access to the stage 15 minutes prior to the start of the ceremony.

DETERMINE WHAT TO BRING

Please leave your valuables at home or in your car. We will have assistants looking after personal property (purses, etc.) during the ceremonies; however, they are not responsible for the safety of your belongings.

PREPARE YOUR REGALIA

Have your academic regalia steamed or dry cleaned and ready to wear prior to your arrival. There will be steamers available in the Faculty Robing Room. Faculty should dress appropriately (business casual, no sneakers).

PROFESSIONAL STAGE DECORUM

Once on stage, please remember that you are being videotaped. In addition, the microphones on stage are on at all times during the ceremony – comments made during the ceremony may be heard and/or recorded.

ATTEND FACULTY PARTICIPANTS MEETING (IF APPLICABLE)

There will be a mandatory meeting of all College Marshals, Name Announcers, Faculty Hooders for Graduates, Oath Administrators, Faculty Line-Up Assistants, and Graduate Name Verifiers prior to Commencement. More information will be sent to faculty participants via their WesternU e-mail account.

LINE-UP/FACULTY PARTICIPANTS

Line-up is in friendly, not rank order. If you are a faculty participant (Name Announcer, Faculty Hooder, etc.), please check in with the Faculty Robing/Line-Up Assistant or Dr. Cundari at the start of line-up. We'll place you in line so you land in the appropriate seat on stage. If you are not a faculty participant, but will be hooding a graduate, please let Dr. Cundari know so he can reserve you a seat near the front of the stage.

ACCESS TO THE STAGE

Please be sure to place any items (scripts, etc.) on stage before the Commencement tent opens for seating. No one is permitted on the stage once the Commencement tent is open and guests are being seated. The Commencement tent opens at 8:20 a.m.