

## GRADUATION UPDATE:

### **ATTACHMENTS:**

- CAC first floor layout pointing to student line-up area
- CAC Theatre Stage setup
- Student Stage Seating Order
- Student Line-up
- Release of information form

### **Ceremony Rehearsal – ATTENDANCE REQUIRED**

Friday, Erickson Alumni Center Ballroom

**8:45 am** check-in for name pronunciation

**9-10 am** Breakfast & Virtual Rehearsal, Students only

- Free parking at the Alumni Center
- No family guest hooders need attend; regalia and instructions to be given Friday
- We will review line-up and ceremony details – see attached documents
- We will ask you to sign the attached form at rehearsal for your records. This permission form allows us to survey your residency directors as we gather curricular outcome data this time next year.

### **MD Ceremony**

Friday, Creative Arts Center

**4:30 pm** Family Hooders arrive to the Davis Theatre

**5:30 pm** CAC Theatre Doors open

**5:40 pm** Student lineup behind CAC Theatre

**6:00 pm** CEREMONY (approximately 1 ½ hours) (no reception)

- CAC Parking details below
- Special Accommodations? Did you contact the Office of Accessibility Services for special guest accommodations?
- This [HSC Commencement web page](#) has further details, AND a link on which you can watch the stream of ceremonies online – pass it on!

### **CAC Graduation Parking – Information from the University**

University Police and WVU Parking staff will be directing traffic throughout the weekend.

The loop closest to the CAC entrance should not be used for general drop off. Rather, there are a limited number of accessible parking spaces in Lot 45 (closest to CAC entrance). Guests with an accessible parking placard may park there. Additionally, a golf cart will be running from Lot 45 to shuttle guests to the CAC entrance. Guests with mobility concerns will also be able to ride a shuttle to the CAC from any of the 4 lots within the loop:

- Short Term 1 (adjacent to the Museum Education Center and Patteson Dr.)
- Short Term 9 and Lot 51 (between the Museum Education Center, the CAC, and Evansdale Crossing)
- Lot 56 (Rec Center Parking)

Additional parking areas up the hill toward Engineering and Ag Sciences will be open to guests, but they will not have shuttle service.

## **Degree Verification and Diploma mailing – Information from the University Registrar**

Diplomas are expected to be mailed mid-June from our off site vendor. Our vendor is located at Virginia Beach, so shipment will depend on the mailing service and the shipment location. We do not provide tracking for these orders. If you need to update your mailing address email [registrar@mail.wvu.edu](mailto:registrar@mail.wvu.edu) by the conferral date (**May 14<sup>th</sup>**) from your MIX along with providing their student ID #.

The status of "Degree Awarded" will be posted to most students' accounts by the end of May, at which time an official transcript may then be ordered to show your degree has been awarded. **Student will need to monitor their unofficial transcript in their MIX account to view the posting of the "Degree Awarded" with the conferral date before ordering a final transcript.** Students from WVU will not have degrees posted on their record until at least after the conferral date of May 14, 2017 and not before we receive all required paperwork from your college. All degrees should be posted by the end of May.

Once their Degree has been verified and posted, Degree Verification letters cost \$12.00. The easiest way to pay for a degree verification letter is by ordering a final transcript. The cost of the transcript and letter are the same. If you order a final transcript we will waive the cost of the letter.

A final transcript can be ordered after their degree has posted by following the link below:

<http://registrar.wvu.edu/transcripts>

During the order process select if you have an attachment. Once the order has been completed follow the instructions to email [registrar@mail.wvu.edu](mailto:registrar@mail.wvu.edu) with the subject line Transcript Attachment. In the body of the e-mail state that they would like a degree verification letter to be sent with the transcript.

The University Registrar will then write the letter and attach it to the transcript, mailing both document to the address provided during the order process.