



## OKWU Graduate,

Thank you for being flexible as we maneuver this situation together. We have been thinking outside the box in order to celebrate your achievements through a ceremony, while also implementing safety protocols for everyone in attendance. You will be given three (3) tickets to give to your guests, more details below. Please relay this information to your guests, as well.

### COMMENCEMENT ACTIVITIES:

- **Commencement Rehearsal** | Saturday, August 8<sup>th</sup> @ 9:45 AM, Lyon Hall Circle Door
  - Check-in will take place at the door by the Lyon Hall Circle (SE side of the Chapel building)
  - Graduates will check-in
    - Each graduate is responsible for:
      - Bringing a mask; OKWU will provide one if you do not have one
      - Paying off any remaining balance on your student account
      - Bringing your regalia if it was mailed to you\*
      - Emailing [Leeann Little](#) by July 24<sup>th</sup> whether you and/or your guests want a boxed lunch or not, more details below
    - An OKWU Staff is responsible for confirming:
      - Your August 8<sup>th</sup> RSVP (if you received this letter via email directly from Billie White, you are currently RSVP'd for the August 8<sup>th</sup> ceremony)
      - Your temperature is **less than** 100°F or 37.7°C
      - Your student account has a zero balance
      - Providing your regalia, if you are picking it up at the rehearsal\*
      - Providing any honor cords (if applicable)
    - Once checked-in, an OKWU staff will put a band on your wrist to allow you to enter the building without needing to check-in again
  - Graduates will be moved to the Lyon Hall for commencement instructions at 10:00 AM
- **Commencement Ceremony** | Saturday, August 8<sup>th</sup> @ 11:00 AM, Chapel Fine Arts Center
  - Doors open @ 10:00 AM for guests
  - Guests will check in
    - Each guest is responsible for:
      - Bringing a mask; OKWU will provide one if you do not have one
      - Bringing a physical OKWU-issued ticket, given to you by a graduate

- An OKWU Staff is responsible for confirming:
  - Your temperature is **less than** 100°F or 37.7°C
  - Your mask is worn over your nose and your mouth
- Once checked-in, an OKWU staff will put a band on your wrist to allow you to enter the building without needing to check-in again
- At the entrance of the auditorium, an usher will take you to a seat; a program will be provided for you on your seat; your three guests must sit together.
- Guests not in attendance can watch a livestream of the ceremony using the [OKWU Graduation Website](#).
- Immediately after the ceremony, all guests will be required to leave the building. Please grab all your items, as the building will be locked for cleaning.
- A boxed lunch will be available for you at the library portico (outside, on the west side of the Janice & Charles Drake Library) following the ceremony.

## GRADUATES

- **Alumni Gift**

The Alumni Association will be giving a gift that will be available for each graduate at the library portico (outside, on the west side of the Janice & Charles Drake Library).

- **Diplomas & Transcripts**

- If your mailing address has changed since completing your graduation application, fill out the [Alumni Address Change Form](#).
- Diplomas will be mailed to you within 4-6 weeks after your degree is conferred, which is the last date of the term/semester when all graduation requirements are completed.
- Transcripts will be available to order within 7-10 days after the end of the term using [the Transcript Order Form](#).
- Contact the [Registrar's Office](#) with any questions regarding your diploma or transcript.

- **Caps, Gowns, Tassels, Hoods, & Cords (Regalia)\***

- Your regalia was either mailed to you, or you will pick it up at the rehearsal
  - If your regalia was mailed to you, you are responsible to bring your full regalia (cap, gown, tassel, and hood [if applicable]). You will **NOT** be receiving any replacements parts of your regalia.
  - If your regalia will be picked up at the rehearsal, you will be contacted by the Administrative

Assistant to the Provost, Billie White, to confirm that your regalia will be at the rehearsal check-in.

- Honor cords will be given to you when you check-in.
- As one of our added safety procedures, Master's graduates will be wearing their hood for the entirety of the ceremony, as the hooding portion will not be taking place on stage.
- For questions about your regalia, please email [Billie White](#).

- **Professional Photography**

Craig's Photography will be taking official graduation pictures as well as candid shots throughout the ceremony. You can view and purchase these photos on their [website](#), or you can contact them directly at 918.336.1750.

- **Tickets**

- Each graduate will receive 3 (three) guest tickets in the mail to the address that was submitted with the August 8<sup>th</sup> RSVP form.
- You are responsible to give each ticket to each person you would like to invite. Do **NOT** lose the tickets. You will **NOT** get any replacements before or on August 8<sup>th</sup>.
- Infants and small children will **NOT** be required to have a physical ticket **ONLY** if they sit on your lap. The three guest tickets reserve three seats.
- Your three guests will need to sit with each other. You are **NOT** able to physically split up the seating for your three guest tickets, as seating will be prepared in sets of three with either an aisle, a row, or two adjacent empty seats spacing out each set of three guests. Ushers and Security will be ensuring the spacing procedures are followed.

- **Boxed Lunch**

- Please email [Leeann Little](#) whether or not you and your guests plan on eating a boxed lunch by Friday, July 24<sup>th</sup>. The boxed lunches will be catered by Chick-fil-A, provided by OKWU.

- **OKWU Merchandise for Sale**

- A representative from the OKWU Bookstore will be at the library portico (outside, on the west side of the Janice & Charles Drake Library). where some popular items are available for sale. You can also peruse the merchandise on [OKWU Bookstore Website](#).

## **GUESTS**

- Handicap and disabled guest parking is available in the Chapel and Fine Arts Center's northeast parking lot; refer to [OKWU's Campus Map](#), if needed.
- A mask and an OKWU-issued ticket are **required** to enter the building. If you do not have both your physical ticket and a mask, you will **NOT** be allowed to enter. Masks will be provided if you do not own one.

- You are required to wear your mask over your nose and over your mouth while you are inside the building.

Our prayers go with you as you graduate from Oklahoma Wesleyan University!

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