

University of Charleston
2019 December Commencement Guidelines and Information
<http://www.ucwv.edu/commencement>

Commencement

Date: Saturday, December 7, 2019

Location: University of Charleston Campus – Rigglesman Hall Geary Auditorium

Time: 10:00 a.m.

Tickets are not required for the ceremony. Doors to the facility will open at 9:00 a.m. Seating will be on a first come first serve basis. Once the Auditorium is full guests will be directed to the Erma Byrd Gallery, where the ceremony will be streamed live.

Check-in and Graduate Procession

Check-in time: 9:00 a.m. 9:30 a.m.

ALL GRADUATES MUST BE CHECKED IN AND IN LINE BY 9:30 a.m.

Check-in is REQUIRED for participation in Commencement.

Check-in location

The graduate procession will form on the 3rd floor hallway of Rigglesman Hall (near the Erma Byrd Gallery).

ALL STUDENTS MUST BE CHECKED-IN AND IN LINE BY 9:30 a.m.

I ordered my regalia. Now what?

Regalia pick-up will be available at the “Grad Pick-up” event, which will be held on **November 4, 2019, from 3:00 p.m. – 6:00 p. m. in the Rigglesman Hall Rotunda**. For students that are not local and unable to attend the “Grad Pick-Up” event an email will be sent after the event with instructions on how to have your regalia mailed. The student will be responsible for the shipping cost.

Who is eligible for honors in the 2019 commencement ceremony?

1. **Prospective December 2019 Graduates: Undergraduate degrees:** Each **undergraduate** student must complete at least 50 percent of the course work required for graduation in the student’s program at the University of Charleston. Example: To be considered for honors a bachelor's degree needs 60 credits hours and an associate degree needs 30 credit hours completed at the University of Charleston. Students expected to complete their degree requirements by the end of the Fall 2019 term will be eligible to have anticipated academic honors noted in the Commencement program based on the cumulative GPA as of the previous spring/summer semesters. However, formal awarding of Latin honors and Honors Program completion will be determined based upon the cumulative GPA after all requirements are completed and final grades are submitted.
2. **Graduate Degrees:** Each graduate program determines the title and expectations for honors. The School of Business and Leadership requires **graduate** students to have at least a 3.75 GPA and at least 80% of program credit hours earned at the University of Charleston to be awarded “honors”.

When will I know if I graduated?

Grades will be processed on Wednesday, December 18, with degrees conferred over the following two weeks. Any deficiencies, such as incomplete grades, final transfer credits, or

approved program exception must be resolved by **January 10, 2020** to have your degree conferred for December 2019. Once your degree is conferred you may order your official transcript through the National Student Clearinghouse by using the following link; <https://studentclearinghouse.org/students>

When will I receive my diploma?

Because Commencement takes place prior to posting of fall grades, diplomas are not distributed at the ceremony. After grades are processed and degrees conferred, approximately around December 18, diplomas will be ordered. If you have not done so, please send an email to graduation@ucwv.edu to let us know at which campus you would like to pick up your diploma, Charleston or Beckley. Should you live outside of the 50-mile radius of the Charleston campus or the Beckley location, you may request that your diploma be mailed. Please provide an updated mailing address to graduation@ucwv.edu Please put “December Diploma” in the subject on the email.

How do I find out about inclement weather plans?

In the case of inclement weather, an email will be sent to all graduates detailing any changes to the Commencement Exercises as necessary. Also, inclement weather information can be found on our social media platforms. Please be sure to like our Facebook page and follow UC on Twitter for all the latest reports and updates. This website page will also be updated as needed.

Where is handicapped parking located on campus?

Handicapped parking is available in all our parking lots and in our parking garage. Additional handicapped parking will be available in our Keenan parking lot. Signage and directions will be posted.

Do you offer handicapped seating?

Handicapped seating will be on a first come first serve basis. Handicapped seating in our Auditorium is limited. If your guest(s) will need to use these services, please arrive early. We will not be able to take special requests or reservations for handicapped seating. Wheelchairs will not be provided by the University for guests’ personal use.

Where can I stay in Charleston, WV if I am traveling to commencement?

Our campus is conveniently located in the Kanawha Valley near downtown Charleston. Many hotels and motels are available within a 7 to 10-minute drive to and from our campus. Currently, we do not have partnerships with these businesses to offer discounts. All travel costs will be incurred by the graduates and their guests.

Please visit this website for more details: <https://charlestonwv.com/>

How do I know where to go when I arrive to campus?

Please check out our newly designed website for an updated Campus Map to find Riggleman Hall which is the building all commencement activities will take place in. Also, our security officers and graduation assistants will be more than happy to guide you where you will need to be on this eventual day. Please look for someone in a maroon UC Staff shirt and they will be more than happy to help you!

Where can I buy UC gear while I am on campus for graduation?

Our bookstore on the first floor of the Geary Student Union will be open on Friday, December 6, until 6:00 p.m. and Saturday, December 7, from 9:00 a.m. to 1:00 p.m.

If I decided I do not want to participate in the Commencement Exercises, who do I contact?

Please contact graduation@ucwv.edu to let us know you will not be participating.

Will I be able to take pictures during the ceremony?

We will have an professional photographer at the event to take photos of the graduates. A link to order professional photos will be shared with graduates later. Photography from your seat is allowed but we ask that you not get up from your seat during the ceremony.

Who can I contact for additional information?

For any additional questions or inquiries, please send an email to graduation@ucwv.edu and will respond to your request within 48 to 72 hours.