

2020

WINTER COMMENCEMENT GUIDEBOOK



WALDEN
UNIVERSITY

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READY TO WALK ACROSS THE STAGE?

Here's what you need to know. Before you arrive in Tampa,
take these important steps to get ready for commencement.
We look forward to celebrating the results of your hard work!

[SEE THE STEPS »](#)



FOLLOW THESE STEPS

- 1** OBTAIN YOUR DEGREE CONFERRAL FROM GRADUATION@MAIL.WALDENU.EDU.
- 2** LOOK FOR YOUR E-MAIL INVITATION AND REGISTER FOR COMMENCEMENT.
- 3** PURCHASE YOUR REGALIA.
- 4** SECURE LODGING.
- 5** ATTEND OR REVIEW THE WEBINAR.
- 6** MAKE TRAVEL ARRANGEMENTS.
- 7** PRE-REGISTER WITH GRADIMAGES.
- 8** RECEIVE AND MANAGE YOUR E-TICKETS.
- 9** DOWNLOAD THE COMMENCEMENT APP.
- 10** ARRIVE ON TIME AND READY TO CROSS THE STAGE.

POLICIES AND GUIDELINES

Commencement Courtesy

Commencement is a special and memorable experience for you and your fellow graduates to celebrate your many achievements with your families. To facilitate an enjoyable ceremony, we ask that all attendees participate in a positive and respectful manner. To that end, please:

1. Place cellphones and other devices on silent.
2. Remain in your designated seat for the duration of the ceremony.
3. Request that your guests remain seated during the recessional until all graduates and faculty members have exited.
4. Avoid extended cheering so all graduates' names can be heard as they cross the stage.
5. Respect commencement speakers, event staff, faculty, fellow graduates, and their guests.

Walking Across the Stage

Registered graduates are the only people permitted to cross the commencement stage. If you need a special accommodation, please e-mail commencement@mail.waldenu.edu or disability@mail.waldenu.edu for approval prior to the ceremony.

Online Commencement Program

Your name will appear in the online version of the commencement program if you received your degree between June 27, 2019, and November 29, 2019. The commencement book will be finalized after the ceremony. If you would like to be excluded from the commencement program, please e-mail commencement@mail.waldenu.edu before November 29, 2019.

POLICIES AND GUIDELINES

CONTINUED

Regalia

If you're participating in commencement, you must wear a graduation cap and gown. The deadline to [purchase regalia](#) through Jostens is Friday, December 6, 2019. A limited supply will be available for purchase on-site.

Photos and Video

Graduates and guests may be filmed or photographed during commencement and its associated activities. All images and/or video footage belong to Walden University and may be used for marketing, advertising, public relations, and other external activities.

Prohibited Items

To facilitate an enjoyable ceremony for all graduates and guests, noisemakers and balloons are not permitted.

Additional Commencement Policies

Policies regarding the commencement program, special consideration graduates, refunds, and more can be found [here](#).



SCHEDULE

THURSDAY, JANUARY 16



REGALIA PICKUP

1–6p.m.

FRIDAY, JANUARY 17



REGALIA PICKUP

7a.m.–6p.m.



GOLD CEREMONY

10–11:45a.m.



ALUMNI ASSOCIATION WELCOME PARTY

11a.m.–3p.m.



GRADUATE PORTRAITS

11a.m.–6p.m.



BLUE CEREMONY

2–4p.m.

SCHEDULE

CONTINUED

SATURDAY, JANUARY 18



REGALIA PICKUP

7a.m.–3p.m.



TEAL CEREMONY

9–11:15a.m.



ALUMNI ASSOCIATION WELCOME PARTY

10:30a.m.–4p.m.



GRADUATE PORTRAITS

10:30a.m.–4p.m.



GREEN CEREMONY

1–2:30p.m.



GRAY CEREMONY

4–6p.m.

CEREMONY KEY

Find your ceremony by locating your degree program area in one of the five listed ceremonies below. Your ceremony assignment can also be found in your commencement invitation and confirmation e-mails.

GOLD CEREMONY

Health, PhD
Health, DrPH

Health, DHA
Nursing, PhD

Nursing, DNP

BLUE CEREMONY

Psychology, PhD
Social Work, PhD
Doctor of Social Work, DSW
Counseling, PhD

Human Services, PhD
Psychology, Master's
Psychology, Bachelor's
Counseling, Master's

Human Services, Master's
Social Work, Master's
Social Work, Bachelor's

TEAL CEREMONY

Public Policy and
Administration, PhD
Criminal Justice, PhD
Management, PhD
Management, DBA
Information Technology, DIT

Public Policy and
Administration, Master's
Criminal Justice, Master's
Public Policy and
Administration, Bachelor's
Criminal Justice, Bachelor's

Management, Master's
Management, Bachelor's
Information Systems and
Technology, Master's
Information Systems and
Technology, Bachelor's

GREEN CEREMONY

Education, PhD
Education, EdD
Education Specialist, EdS

Education, Master's
Education, Bachelor's

Health, Master's
Health, Bachelor's

GRAY CEREMONY

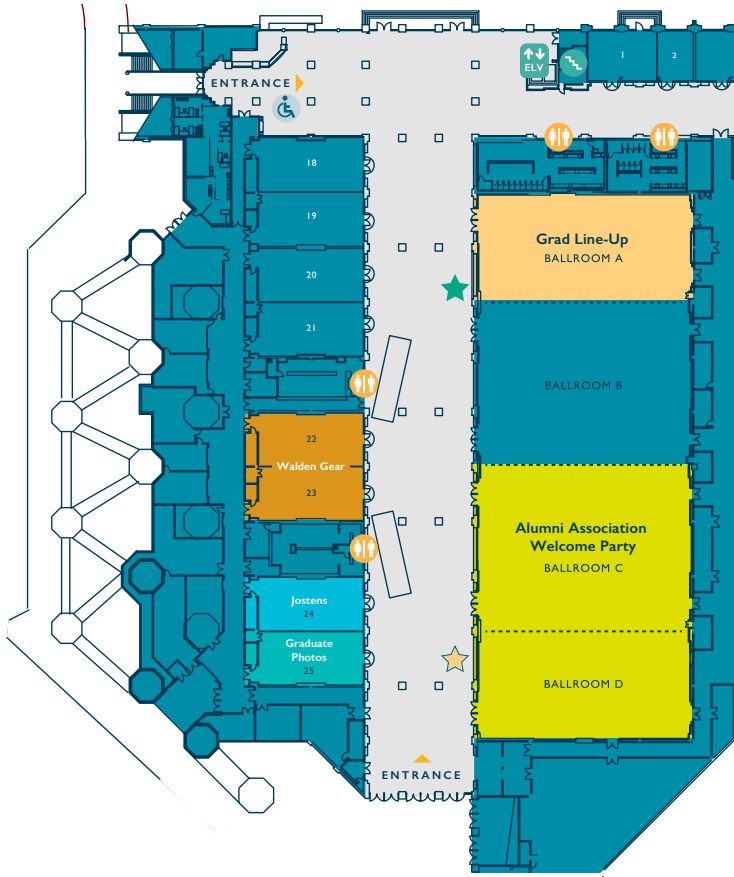
Nursing, Master's

Nursing, Bachelor's

COMMENCEMENT MAP

TAMPA CONVENTION CENTER
333 S Franklin St. | Tampa, FL 33602

FIRST FLOOR



- Restrooms
- Disability Services
- Elevator
- Stairs
- Coat Check
- Ceremonies (Central & East Hall)
- Grad Line-Up (Ballroom A)
- Alumni Association Welcome Party (Ballrooms C, D)
- Walden Gear (Rooms 22 & 23)
- Jostens (Room 24)
- Graduate Photos (Room 25)
- Honor Cords
- Class Ring Sales
- Ticket Support
- Commencement Flowers
- Information

SECOND/THIRD FLOOR



GUEST INFORMATION

Tickets

You must register for guest tickets when you register for commencement. A ticket denotes a seat. Children age 3 and younger may sit on a guest's lap, and therefore do not require a ticket for the ceremony. Children 4 and older must have their own ticket.

All tickets will be distributed electronically to your Walden e-mail address two weeks prior to the ceremony. In addition to guest tickets, graduates will also receive a ticket with their ceremony and line-up information. Guest tickets will be scanned upon entry into the commencement hall. Graduate tickets will be scanned upon entry into the line-up room. Tickets may be presented on paper or on a mobile device.

No additional tickets will be available. If your number of guests exceeds your allotted number of tickets, there is a limited amount of space in the live-stream room where guests without tickets can view the ceremony.

Visit the Ticket Support booth on-site if you have any questions.



GUEST INFORMATION

CONTINUED

Seating Information

All ceremonies have open seating for guests. Graduates will sit in reserved sections at the front of the hall. Disability seating will also be available; doors will open early for guests who require it.

Parking

Parking will be available around the Tampa Convention Center. [Find information](#) on the Tampa Convention Center Garage and other available parking areas.

Accessibility

The 2020 winter commencement ceremony will be captioned live. The venue is accessible to wheelchair users, and additional accessibility features are in place. If you need specific accommodations to access the event, please contact Disability Services prior to the ceremony at disability@mail.waldenu.edu.

Nursing Mothers Room

There will be a room available for nursing mothers.

For more information, please visit the commencement information desk.

Coat Check

You and your guests may leave coats, strollers, and other items at the free coat check. Please note that you are not permitted to carry large items into the ceremony or across the stage; be sure to check large items beforehand. The coat check will be open 8 a.m.–5 p.m. on Friday, January 17, and 7 a.m.–7 p.m. on Saturday, January 18.

Celebrating During the Ceremony

Commencement is a special time for you, your fellow graduates, and your families. Please ask your guests to refrain from extending cheering, using noisemakers, or bringing balloons to the ceremony. This helps ensure that every graduate can fully celebrate their remarkable achievements with their guests.

BEFORE THE CEREMONY

Download the App

The commencement app will be available two weeks prior to commencement weekend. Once you receive the instructions, [download the app](#) to access maps, event information, and event updates.

Prepare for Arrival

Prior to your arrival at the Tampa Convention Center, make sure that you and your guests have your commencement tickets printed or available on your mobile device.

It is important that you arrive to the Tampa Convention Center early. There will be security checks at each entrance, which may delay your entrance into the convention center. ***It is important that you are on-site no later than one hour before your ceremony.***

What to Bring

You should be ready to walk across the stage one hour prior to the start of your ceremony. You are allowed to carry your phone, but large items must be left at the coat check or with your guests. Please also note that children cannot walk or be carried across the stage and must remain seated in the audience.

Attire

To participate in commencement, you must wear commencement regalia (please refer to the section on page 6). Underneath your regalia, please wear appropriate and respectful attire. Because there may be stairs or long walks involved in the processional, we recommend that you wear comfortable shoes.

BEFORE THE CEREMONY

CONTINUED

Honors Information

Walden awards Latin honors (cum laude, magna cum laude, and summa cum laude) at the bachelor's level only. If you have earned Latin honors and are registered to attend commencement, you will be able to pick up your honor cord on-site.

If you earned your degree at the bachelor's level with a cumulative GPA of 4.0 and plan to attend commencement, you will be awarded the Presidential Commendation for Academic Achievement and will be eligible to pick up a medallion at the honor cords table to wear during the ceremony.

Due to the academic requirements for master's and doctoral-level graduates, Latin honors and the Presidential Commendation are only awarded at the bachelor's level.

Additional honors cords will be available for purchase on-site. For questions regarding honors cord sales, please contact studentorgs@mail.waldenu.edu.

Line-Up Information

Before processing in to the ceremony, graduates must first enter the line-up room. In order to enter the line-up room, graduates must present their student ticket that shows their ceremony and line-up location. The line-up room will open one hour prior to the start of each ceremony. Once in the line-up room, you will proceed to the line listed on your ticket. ***Please be sure to arrive no later than 30 minutes prior to the ceremony start.*** After filling out your reader card and receiving information and instructions about the ceremony, you will file into the commencement hall according to program order.

THE CEREMONY

Name Cards

When you enter the line-up room, you will be instructed to fill out your name card before finding your processional line. All graduates must fill out a name card before entering their ceremony.

Please take care not to lose this card. It helps identify who you are and how to pronounce your name as you walk across the stage. To ensure that speakers read your name properly, please provide its phonetic spelling (the way it sounds). For example, Abraham Lincoln would write his name as “AY-bruh-ham LINK-un.” A good way to test whether your phonetic spelling is clear is to ask a stranger to read your card aloud.

The back of your name card also lists the contact information that GradImages requires to identify you in photos taken during your ceremony. GradImages uses this information to send you the correct proofs of your commencement photos.

WALDEN UNIVERSITY COMMENCEMENT
READER CARD
This information is necessary so that your name can be read quickly and correctly.
PLEASE PRINT CAREFULLY AND LEGIBLY
1.) YOUR NAME

FirstLast

2.) PHONETIC SPELLING

Your name the way it soundsEx. Nan-C Ro-barts

(See Reverse Side)



THE CEREMONY

CONTINUED

Crossing the Stage

Marshals will prompt you when it's time to cross the stage. We work closely with Disability Services to ensure that any graduates who need assistance will be able to make their way to the stage. If you have a request for accommodation, please contact Disability Services prior to the ceremony at disability@mail.waldenu.edu.

Ceremony Length

The length of each ceremony depends on the number of participating graduates. Each ceremony may range from 1.5 to 2.5 hours.

Official Photos

We partner with GradImages to document your special day. Proudly display your graduation regalia in an individual portrait, in a group shot with your family, or both. You don't need an appointment, or a deposit; simply show up in the designated area during one of the days and times below:

Friday, January 17: 11 a.m.–6 p.m.

Saturday, January 18: 10:30 a.m.–4 p.m.

GradImages will also capture an official photo of you as you exit the stage during the commencement ceremony. They will use the information on your name card to send you proofs of those photos for voluntary purchase.

Watching Live

Invite family and friends who can't be present to tune in to the live stream of your ceremony at www.WaldenU.edu/commencement. (Please inform viewers of your ceremony's scheduled local time.) A recorded version will also be posted for later viewing.

AFTER THE CEREMONY

Where to Meet Guests

Please plan to identify a meeting location with your guests prior to the start of your ceremony. We will include more information on where to go, and where to meet, in the “Know Before You Go” e-mail one week prior to the ceremony.

Ceremony Recording

We will post a video of your ceremony on Walden’s commencement website in the following weeks.

Ceremony Program

The ceremony program without names will be distributed on-site.

Photos

GradImages will send proofs via e-mail with a link to purchase your commencement photos. To help guarantee accurate delivery, we recommend that you **pre-register with GradImages** before the ceremony.

Diploma

Typically, you should receive your diploma in the mail between three and four weeks after degree conferral. If you haven’t received your diploma or certificate after this time, please e-mail graduation@mail.waldenu.edu.

ALUMNI ASSOCIATION WELCOME PARTY

Let us celebrate your achievement and introduce you to the Alumni Association. Join us to learn more from Career Services, meet with faculty, enjoy live music, and more.





CONGRATULATIONS, GRADUATE!

CHECK OUT THE ALUMNI ASSOCIATION

Once you've completed your degree program, you're automatically a member of the Walden University Alumni Association! Please visit us at www.WaldenU.edu/experience/alumni

IF YOU HAVE MORE QUESTIONS ABOUT COMMENCEMENT,
E-MAIL US AT COMMENCEMENT@MAIL.WALDENU.EDU.

