

WALDEN UNIVERSITY

COMMENCEMENT GUIDEBOOK



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READY TO WALK ACROSS THE STAGE?

Here’s what you need to know. Before we see you at National Harbor, take these important steps to get ready for commencement. We look forward to celebrating the results of your hard work!

- 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



Attend the webinar.
- 5



Make travel arrangements.
- 6



Reserve your hotel room.
- 7



Print your commencement registration confirmation.
- 8



Pre-register with GradImages.
- 9



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 excessive celebrations or outbursts so that each graduate's name is audible as they cross the stage.
- 5. Respect commencement speakers, event staff, faculty, fellow graduates, and their guests.

WALKING ACROSS THE STAGE

We only permit registered graduates to cross the commencement stage. If you need a special accommodation, please contact the [Commencement Office](#) or [Disability Services](#) 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 December 6, 2018, and June 26, 2019. We will finalize the commencement book after the ceremony. If you would like to be excluded from the commencement program, please e-mail commencement@mail.waldenu.edu before June 26, 2019.

REGALIA

If you're participating in commencement, you must wear commencement regalia. The deadline to purchase regalia through Jostens is Saturday, July 6, 2019. We will also have a limited supply 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, we do not permit noisemakers or balloons.





SCHEDULE

FRIDAY



Graduate Check-In
9 a.m.–6 p.m.



Jostens
(Caps and Gowns)
9 a.m.–6 p.m.



Graduate Fair
9 a.m.–Noon



Graduate Portraits
9 a.m.–2 p.m.

SATURDAY



Graduate Check-in
6:30 a.m.–3:30 p.m.



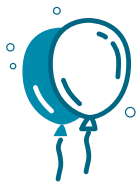
Jostens
(Caps and Gowns)
7 a.m.–3:30 p.m.



Doctoral Hooding Ceremony
8:30 a.m. –12 p.m.



Graduate Portraits
12 p.m.– 5 p.m.



Alumni Association Welcome Party
12 p.m.– 5 p.m.

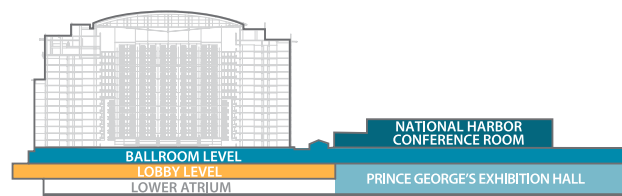


School of Nursing Commencement Ceremony
(Doctoral, Master's, and Bachelor's Levels)
1–3:10 p.m.

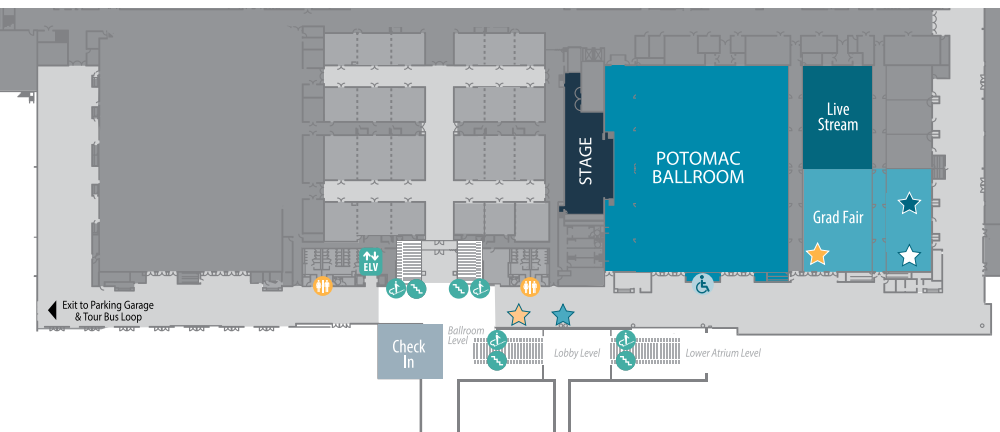


Commencement Ceremony
(Master's, Specialist, and Bachelor's Level, Aside from Nursing)
4:30–6:30 p.m.

GAYLORD NATIONAL HARBOR



BALLROOM LEVEL



- Restrooms
- Elevator
- Stairs
- Escalator
- Disability Access
- Check In
- Commencement Live Stream
- Grad Fair
- Honors Cords
- Walden Gear
- Jostens
- Grad Photos
- Class Ring Sales

- Restrooms
- Disability
- Elevator
- Stairs
- Escalator
- Coat Check
- Information
- Ceremonies
- Grad Line Up - Ex Hall D
- Faculty Line Up - Ex Hall D
- Alumni Association Welcome Party
- Grad flowers

PRINCE GEORGE'S EXHIBITION HALL





GUEST INFORMATION

TICKETS

You must register for guest tickets when you register for commencement. We will distribute tickets during graduate check-in at Gaylord National Resort. 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.

Please note that we do not distribute extra tickets. If your number of guests exceeds your allotted number of tickets, we do provide a limited amount of space in the live-stream room, where extra guests can view the ceremony.

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 that require it.

ACCESSIBILITY

The 2019 summer 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.

PARKING

All Walden guests qualify for discounted parking at Gaylord National Resort at a daily rate of \$14. Additional parking is available in National Harbor should hotel parking be full.

COAT CHECK

You and your guests may leave coats, strollers, and other items at the free coat check. Please note that we do not permit you to carry large items into the ceremony or across the stage; be sure to check them beforehand. The coat check will be open from 8 a.m. until 6 p.m. on Saturday, August 3, 2019.

CELEBRATING DURING THE CEREMONY

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



BEFORE THE CEREMONY

CHECK-IN

Commencement check-in will be available on Friday, August 2, from 9 a.m. to 6 p.m. and on Saturday, August 3, starting at 6:30 a.m. Please bring your confirmation e-mail and a photo ID when you check in on site. **It's important that you are on site and checked in no later than one hour before your ceremony.**

If you are not in the line-up room with your processional group at least 30 minutes prior to the start of your ceremony, Walden staff will make every effort to ensure—but cannot guarantee—that you will walk across the stage with the correct program.

WHAT TO BRING

After check-in, you should be ready to walk across the stage. You are allowed to carry your phone, but large items must be left at coat check or with your guests. Please also note that children cannot walk or be carried across the stage and must remain seated.

ATTIRE

To participate in commencement, you must wear commencement regalia (please refer to the section on page 5). Underneath your regalia, please dress in appropriate and respectful attire. Because there may be stairs or long walks involved in the processional, we recommend that you wear comfortable shoes.

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 receive an honors cord in your registration packet to wear during the ceremony.

If you earned a cumulative GPA of 4.0 and plan to attend commencement, you will be awarded the Presidential Commendation for Academic Achievement and will receive a medallion in your registration packet to wear during the ceremony.

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

LINE-UP INFORMATION

For participants in either the general commencement ceremony (master's, bachelor's, and specialist candidates) or the School of Nursing commencement ceremony, the line-up room will open one hour prior to the start of each ceremony. Your line-up location in the room will be listed on your name badge. **Please be sure to arrive no later than 30 minutes prior to the start.** After receiving information and instructions about the ceremony, you will file into commencement according to program order.

Doctoral graduates, please note that you will have assigned seats toward the front of the stage. Check your name badge for the exact location. Please be sure to **take your seat 30 minutes prior** to the start of your ceremony.

THE CEREMONY

NAME CARDS

If you are participating in either the general commencement ceremony or the School of Nursing commencement ceremony, you will receive your name card in the line-up room. Doctoral graduates, your name card will be placed on your assigned seat.

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-Bra-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 who you are in photos taken during your ceremony. GradImages uses this information to send you the correct proofs of your commencement photos.

READER CARD
This information is necessary so that your name can be read quickly and correctly.
PLEASE PRINT CAREFULLY AND LEGIBLY.

1.) YOUR NAME	
Abraham	Lincoln
First	Last
2.) PHONETIC SPELLING	
Ay - Bra - HAM	Link - UN
Your name the way it sounds	Ex: Nan-C Ro-barts

(See Reverse Side)

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 them prior to the ceremony at disability@mail.waldenu.edu.

CEREMONY LENGTH

The length of each ceremony depends on the number of participating graduates. Generally, both the general commencement and School of Nursing commencement last approximately 1.5 hours each, and the doctoral hooding ceremony lasts approximately 2.5 hours.

OFFICIAL PHOTOS

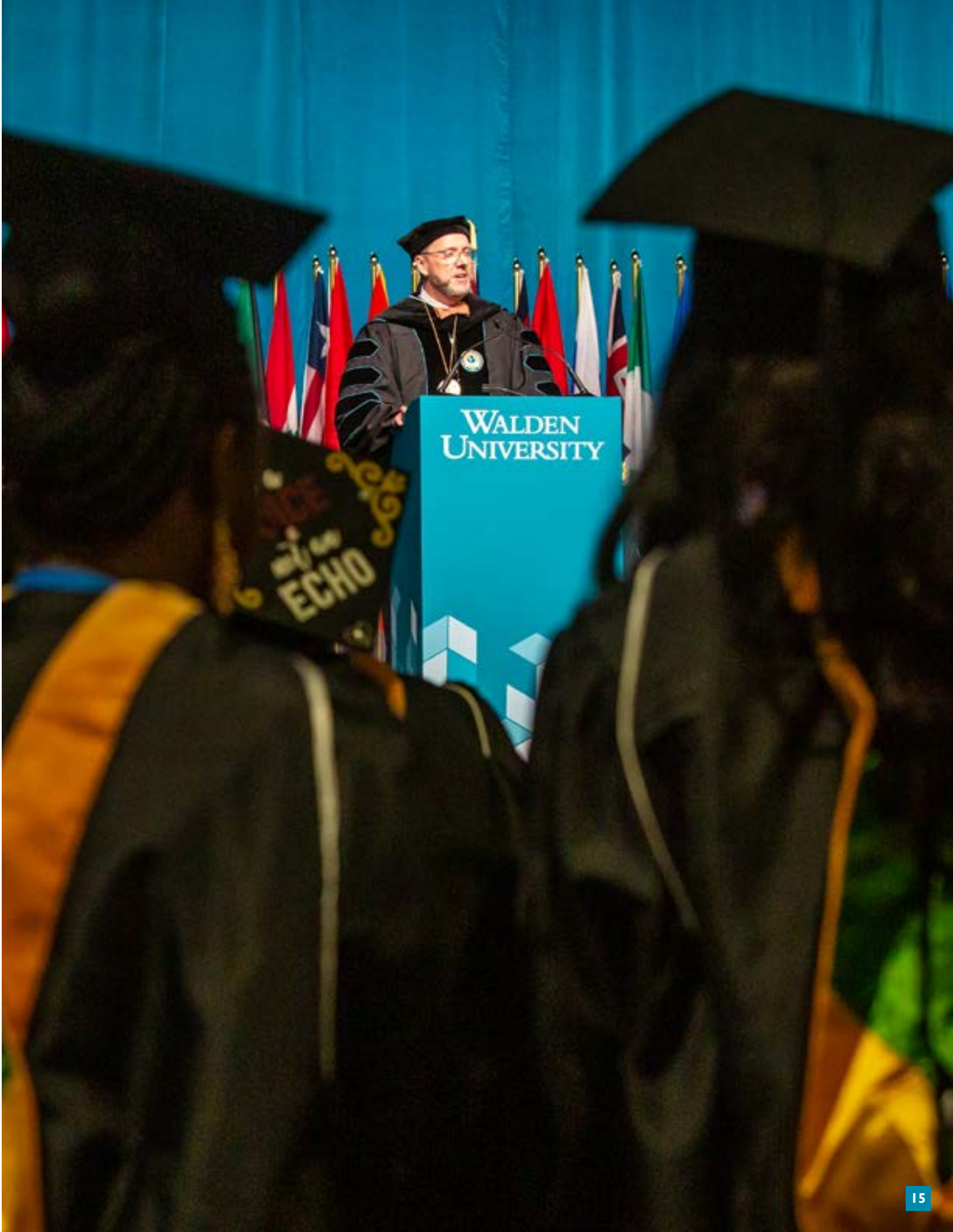
We partner with GradImages to document your special day. Proudly display your graduation regalia in an individual portrait, in a group shot with your family, or both. You don't need an appointment, or to make a deposit; simply show up in the designated area during one of the days and times below:

- Friday, August 2: 9 a.m.–2 p.m.
- Saturday, August 3: 12 p.m.–5 p.m.

GradImages will also capture an official photo of you as you exit the stage during commencement. 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 your ceremony, livestreaming at www.WaldenU.edu/commencement. (Please inform viewers of your ceremony's scheduled local time.) We will also post a recorded version 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 the following week.

CEREMONY BOOK

The ceremony book, without names, will be available one week before commencement. Four to six weeks after the ceremony concludes, the book will include names.

PHOTOS

GradImages will send an e-mail, a text, and mailed physical proofs 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 still haven’t received your diploma or certificate after this time, please e-mail graduation@mail.waldenu.edu.



CONGRATULATIONS, GRAD!

CHECK OUT THE ALUMNI ASSOCIATION

Once you’ve completed your degree program, you’re automatically a member of the Walden University Alumni Association!

Many benefits are reserved just for our graduates. Please visit us at www.WaldenU.edu/experience/alumni.

If you have more questions about commencement, e-mail us at commencement@mail.waldenu.edu.

WALDEN UNIVERSITY