

# IMPORTANT DATES & EVENTS

## Pre-Commencement Dates & Events

- **October 16, 2017** Graduation Application due to the Registrar's Office.
- **February 2018** Regalia ordering opens on the Commencement website.
- **February 2018** Graduation fee (\$150) will be applied to graduand accounts.
- **March 1, 2018** Last day to notify the Registrar's Office if graduating in absentia.
- **April 5, 2018** Last day to order regalia.
- **April 16, 2018** Ticket pick-up opens in the Registrar's Office.
- **April 16, 2018** Financial balances must be settled with the Business Office
- **May 3, 2018** Graduate Eucharist, Oxnam Chapel
- **May 3, 2018** Graduate Orientation (immediately following the Graduate Eucharist), Oxnam Chapel
- **May 3, 2018** Masters Graduate Dinner (immediately following Graduate Orientation), Refectory

## May 7, 2018

### Commencement Day Timeline

- **8:30am** Doctor of Ministry Graduate Breakfast, Refectory
- **10am** Doctor of Ministry Graduate Orientation (after DMin Graduate Breakfast), KG-01
- **9am-11am** Ironing boards available in KG-01
- **12:00pm** Shuttles start running from WTS and NPC to the Cathedral
- **1pm** Graduands are expected to be at the Cathedral
- **1:40pm** Last shuttles leave from WTS and NPC to the Cathedral
- **2pm** COMMENCEMENT
- **After Commencement-** DMN Regalia return in the Narthex of the Cathedral
- **4:45pm** Last shuttles leave from the Cathedral to WTS and NPC



## Graduate Eucharist

Thursday, May 3, 2018

4:30 pm

Oxnam Chapel

## Masters Graduate Orientation

Thursday, May 3 2018

After Masters Graduate Eucharist

Oxnam Chapel

## Masters Students Graduate Dinner

Thursday, May 3, 2018

After Masters Graduate Orientation

Refectory

## Doctor of Ministry Graduate Breakfast

Monday, May 7, 2018

8:30am

Refectory

## Doctor of Ministry Graduate Orientation

Monday, May 7, 2018

10:00am

KG 01

## Commencement

Monday, May 7, 2018

2:00pm

Washington National Cathedral

## GRADUATE EVENTS

### Graduate Eucharist

A Eucharist service for graduands and their friends and family will be held in Oxnam Chapel Thursday, May 3rd at 4:30 pm.

### Masters Graduate Orientation

Orientation for Masters students will be held immediately following the Graduate Eucharist service on Thursday, May 3rd. If you are unable to attend the Eucharist service, Graduate Orientation will begin approximately around 5:45pm.

### Masters Graduate Dinner

Following the Graduate Eucharist and Orientation, a dinner for Masters student graduands will be held in the Refectory. Invitations for this event will be mailed and spouses and partners are invited to attend. Please RSVP to [events@wesleyseminary.edu](mailto:events@wesleyseminary.edu).

### Doctor of Ministry Graduate Breakfast

A breakfast for Doctor of Ministry graduands will be held the morning of graduation, Monday, May 7 2018, at 8:30am in the Refectory. Spouses and partners are invited to attend. Please RSVP to [events@wesleyseminary.edu](mailto:events@wesleyseminary.edu).

### Doctor of Ministry Graduate Orientation

After the DMin Graduate Breakfast, an orientation for Doctoral graduands will be held at 10am on May 7, 2018 in KG-01.

## ATTENDANCE & PARTICIPATION

### Graduation Withdrawal

If you need to withdraw from graduation, you must notify the Registrar's Office in writing by March 1, 2018. After March 1st, you will be responsible for all graduation charges.

### In Absentia

If you are unable to attend Commencement, you must petition the Registrar's Office using the in absentia request form to be excused from the ceremony and graduation exercises. Any in absentia requests must be submitted to the Registrar's Office by March 1, 2018.

## GRADUATION CHECKLIST

Congratulations! You are graduating! Before you can walk in May, there are a few logistical hoops to jump through. Here is a checklist on what you need to do before Commencement.

- **Order Regalia.** Regalia is available at [www.oakhalli.com/wesleyseminary](http://www.oakhalli.com/wesleyseminary). **The last day to place regalia order is April 5, 2018.**
- **Pay graduation fees.** A graduation fee of \$150 will be charged to your student account in early 2018. Any outstanding balance must be paid by Monday, April 16, 2018 to be eligible for graduation.
- **Complete the Graduation surveys online.** Graduands should complete both the ATS and Library surveys online and complete the Alumni Update prior to picking up their regalia and tickets. Links to all will be posted on the Commencement website.
- **Pick up tickets.** Tickets will be available to pick up in the Registrar's Office starting April 16, 2018. Before you can collect your tickets, you must settle your account with the Business Office and complete the graduation surveys. Each student will be given a limited number of tickets. A Blackboard site will be set up for extra ticket requests from your fellow graduands in the Spring.
- **Turn in Keys:** Prior to commencement, mailbox keys must be returned to the Mailroom. Room keys and gate-cards must be returned to the Housing Office.
- **Update Contact Information:** It is crucial you submit any update in address to receive your 1098-T at the end of the year. Alternately you can submit a Student Information form to the Registrar's Office, available at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms)
- **Attend Commencement Orientation.** Masters Orientation will be on Thursday, May 3, 2018 after the Graduate Eucharist. DMin Orientation will be Monday, May 7, 2018 at 10am in KG01.
- **COMMENCEMENT CEREMONY!!!** Graduands are expected to arrive at The National Cathedral at 1pm on Monday, May 7, 2018.

For more information on Commencement logistics and events, please visit the Commencement website at [www.wesleyseminary.edu/commencement](http://www.wesleyseminary.edu/commencement).

# COMMENCEMENT DAY

## Graduand Information

Graduands will line up for Commencement procession in several chapels on the crypt (basement) level of the Cathedral. Each degree program will line up in a separate chapel. Graduands are expected to be at the Cathedral at 1pm. Do not be late.

## Diplomas

Graduands will receive their official diplomas at Commencement. Masters degree students with a cumulative GPA of 3.7 or higher will receive the designation of “with Honors” on their diplomas. Doctor of Ministry students are not eligible to graduate with honors.

## Seating

Guest seating is on a first-come, first-served basis. Ushers will be on site to assist guests in finding a seat. Guests will not be seated until after 1:00pm. Please note that the Washington National Cathedral does not permit guests to photograph or videotape the Commencement service.



# REGALIA INFORMATION

## Regalia Ordering and Rental Information

Regalia ordering is now open! You can order your regalia at [www.oakhalli.com/wesleyseminary](http://www.oakhalli.com/wesleyseminary). This year, you will purchase your regalia and it will be mailed directly to your address. Do not use the Registrar’s Office as the address. The link can also be accessed through the Commencement website. The last day to order regalia is April 5, 2018.

All graduands participating in the Commencement ceremony are required to rent a cap, gown, and hood. The cost for regalia is \$45.80 for Masters regalia and \$82.80 for Doctoral regalia. The cost for shipping and handling will be added at the end of the purchase.

## Ticket Pick-Up

Tickets will be available to pick up in the Registrar’s Office beginning April 16, 2018. Before you are able to pick up your tickets, you must complete the following:

- ⇒ Graduate Surveys: complete the Graduate Student Questionnaire and the Library Services Survey available on the Commencement website at [www.wesleyseminary.edu/commencement](http://www.wesleyseminary.edu/commencement).
- ⇒ Settle your account with the Business Office: pay all fees and any outstanding balance by April 16th.

## Doctor of Ministry Regalia Pick-Up

Regalia will be available to pick up on the day of Commencement for international Doctor of Ministry students in KG-01 from 9am-11am.

## Regalia Wear and Appearance

You must wear the attire appropriate to the degree being conferred by the Seminary. Military uniforms or clerical collars may be worn under academic attire by those entitled to wear such dress, but no insignia, awards, or accoutrements may be worn on or over regalia. You are not permitted to wear or carry flowers during the ceremony.

Ironing boards will be set up the morning of Commencement in KG-01 from 9am-11am for students to iron their regalia.

## TICKET INFORMATION

### **Ticket Allocation**

You will receive a limited number of tickets for Commencement. If you worked at a PM&M learning site, your learning partners will receive two extra tickets. The Registrar's Office works with the PM&M Office to directly distribute PM&M tickets to your learning partners.

In mid-April, a Blackboard site will be set up for graduating students to request extra tickets from their fellow graduands. Through this site you can post messages to your fellow classmates either requesting or offering extra tickets. This site will be the only avenue to request extra tickets.

### **Ticket Pick Up**

You can pick up your tickets beginning April 16, 2018 in the Office of the Registrar. Before you are able to pick up either your tickets you must complete the following:

- ⇒ Graduate Surveys: complete the Graduate Student Questionnaire and the Library Services Survey available on the Commencement website at [www.wesleyseminary.edu/commencement](http://www.wesleyseminary.edu/commencement).
- ⇒ Settle your account with the Business Office: pay all fees and any outstanding balance by April 16th.

The Registrar's Office will only release tickets to you with picture ID.

### **Will Call**

If you need to leave tickets for someone to pick up the day of Commencement, the Registrar's Office will have a will call table set up in the Narthex of the Cathedral. Tickets will only be released to the person named by the graduand with picture ID.

This information will be updated as needed  
on the Commencement website:  
[www.wesleyseminary.edu/commencement](http://www.wesleyseminary.edu/commencement)

## TRANSPORTATION & PARKING

### **Parking**

Limited parking will be available on Wesley campus the day of graduation. Shuttles will run from Wesley campus to the Cathedral and from the Cathedral back to Wesley's campus. More details will follow.

There is also limited parking at the Cathedral in their parking garage. Parking at the Cathedral costs approximately \$22.

There are also limited spots available in two the parking garage at Cathedral Commons, located a couple of blocks from the Cathedral at the junction of 38<sup>th</sup> St. NW and Macomb St. NW, is \$15 to park for 2-3 hours with a maximum charge of \$25.

### **Public Transportation**

For those who choose to take public transportation, there are many options to get to the Cathedral.

If you are coming from Wesley campus, you can take the N4 or the N3 Metrobus from Massachusetts & 45th to Massachusetts & Wisconsin.

If you are coming via the Metrorail, take the red line to Tenleytown station. From Tenleytown, you can take Southbound 31 or 33 from Wisconsin & Albemarle to Wisconsin & Woodley Rd.

