WGU Texas Commencement Guidebook

Hilton Austin
500 East Fourth Street
Austin, Texas 78701

http://texas.wgu.edu/commencement
WGU Texas graduates and faculty are invited to attend the 2012 WGU Texas Mixer. This celebration provides an opportunity for graduates to meet and mingle with each other and WGU Texas faculty and student mentors.

The evening event is business dress, and includes complimentary desserts and a cash bar. You are welcome to bring the guests for whom you have reserved tickets at commencement.

RSVP: http://alumni.wgu.edu/texasmixer
Commencement Schedule for Graduates
Saturday, November 10, 2012

Graduate Attire
All graduates participating in the commencement ceremony must arrive wearing full academic attire: cap with tassel and gown. No changing rooms are on site. (If a master grad, please bring your hood.)

Location Landmarks
Graduates report to the lobby of the Hilton Austin.

Commencement Schedule
8:30 a.m. Grad Registration (Graduates only) – Guests should proceed to the 6th floor. Please report to the grad registration area in the lobby where you will pick up your name card, containing your name and degree. Hold on to this card. As each graduate walks on stage, she/he will hand this card to the reader, who will announce the graduate’s name.

9:00 a.m. Ballroom Opens for Public Seating – Tickets are required for the commencement ceremony and seating. There will be overflow seating outside the ballroom in the lobby on the 6th floor.

9:00 a.m. Class Picture – After registration, graduates will be lined up for the class picture, which will be taken at the main lobby steps.

9:30 a.m. Graduate Line Up – After class picture, graduates are lined up by college and program.

10:00 a.m. Ceremony Begins – The commencement ceremony will begin with the processional march of the stage party, faculty, and graduates.
**Instructions for Diploma Cover Picture with Chancellor**

Two pictures will be taken of the graduate and the university chancellor. Please maintain handshake for the second picture.

**Instructions for Master’s Graduates with Hoods**

Please proceed onto the stage with your hood draped over the left arm. The associate provost will hood each master’s graduate.

**End of Ceremony**

The stage party will exit first. Please stand as the president, chancellor, stage party and mentors exit. Clapping is appreciated. Once they have exited, row marshals will lead graduates out of the ballroom into a receiving line.

**Special Note:** Still photography and video is taken at every commencement ceremony. A graduate’s appearance and participation in the commencement ceremony is recorded on video tape and still photography. WGU Texas may use some of these images in its publications (student news letters, alumni newsletter, university newsletter, etc.) for informational purposes.

**Photographs**

During the WGU Texas Commencement ceremony, **Robb D. Cohen Photography & Design** will be taking candid shots, speaker photos, and the graduate-receiving-diploma shots. Those images will all be available online for viewing/purchase two weeks after the ceremony.

To access the images: Visit the following galleries.

- 2012 WGU Texas Commencement-GROUP PHOTOS [http://smu.gs/QJBhcL](http://smu.gs/QJBhcL)
- 2012 WGU Texas Commencement-CEREMONY PHOTOS-Excluding Diplomas [http://smu.gs/QSuBsR](http://smu.gs/QSuBsR)
- 2012 WGU Texas Commencement-DIPLOMAS-BACHELORS [http://smu.gs/OYNAGn](http://smu.gs/OYNAGn)
- 2012 WGU Texas Commencement-DIPLOMAS-MASTERS [http://smu.gs/QSujlH](http://smu.gs/QSujlH)
- 2012 WGU Texas Commencement-POST-CEREMONY PHOTOS [http://smu.gs/P6thgk](http://smu.gs/P6thgk)

If you have any problems or questions, please email **Robb@RobbsPhotos.com** or call 404-636-4567.
Commencement creates a special and memorable experience for graduates that not only celebrates their achievement, but highlights the new directions of their dreams. We want our graduates to experience a joyful ceremony that truly recognizes their hard work and the sacrifices they have made. WGU Texas believes mutually respectful participation by graduates and their guests is the best way to set the stage.

**Academic Attire for Graduates**
All graduating students wear approved academic attire that includes a cap, gown, and tassel. The official regalia color is NAVY, which can be purchased from Jostens. Master's degree graduates will need a hood specific to their degree. We strongly encourage you to wear comfortable, yet professional, dress attire under your gown rather than casual clothing. WGU Texas graduates affiliated with an academic honor society may wear society pins or honor cords on their gowns. With the exception of leis and corsages, graduates should not wear other items or decoration on their academic regalia.

**Commencement Etiquette**
To promote a respectful, comfortable, and enjoyable experience for graduates and their guests, all attendees need to observe the following guidelines.

1. Put your cell phone away and turn it off during the ceremony.
2. Do not leave until the entire ceremony has ended and participate in the recessional.
3. Keep cheering respectful, avoiding disruptive outbursts to allow the families and guests of other graduates to hear their graduate’s name.

**Guest Seating**
Guests should be seated with their cell phones on silent or vibrate before the graduate procession begins. Guests should remain in their seats during the entire ceremony as a courtesy to graduates. The commencement venue allows photos and videos at the ceremony; however, we encourage you to take photos from your seat rather than from aisles due to fire and safety regulations. WGU Texas has hired a professional photographer for this event, and images of each graduate and the ceremony will be available online for purchase.

**Babies and Young Children**
Commencement will be recorded. We know that many graduates want young family members to be a part of this special event. For your child’s comfort and as a courtesy to graduates, we encourage you to bring toys, refreshments, or other items that will keep your child quietly entertained for several hours. Caretakers should bring restless young children or crying babies to the reception/overflow area outside the ballroom (where a monitor will allow caretakers to continue viewing the event) to avoid disrupting the ceremony or the broadcast. To promote safety in close quarters, no babies or children will be allowed on stage or to sit with graduates.

By observing these guidelines, we can have a safe, enjoyable, and memorable commencement. We look forward to greeting and meeting you at the upcoming commencement ceremony!
The Hilton Austin hotel parking is available on a first-come first-serve basis. Current event parking rates are as follows:

- Six hours or less self-parking is $10.00 per vehicle
- More than six hours self-parking is $20.00 per vehicle.
- Event valet parking is $20.00 per vehicle.
- Overnight valet parking is $27.00 per vehicle.

Additionally, the Austin Convention Center has two parking garages.
- 201 East 2nd Street, between Cesar Chavez and 2nd Street with entrances on Brazos and San Jacinto streets.
- 601 E. 5th Street, the northeast corner of facility at Red River and 4th Street, with the entrance on 5th Street.

Rates are as follows (pay on exit):
- Weekend rate $8.00
- Lost ticket $30.00

$8.00 flat weekend rate is applicable Fridays & Saturdays, 6:00 pm – 2:00 am. “Pay on entry” method will be used Fri. & Sat., 6:00 pm – 2:00 am.

The Convention Center Parking Garages accept cash, local checks, and the following credit cards: MasterCard; Visa; American Express; Diners Club; and Discover.
Important Reminders

- Ballroom doors open at 9:00 a.m. for seating.
- Tickets are required for seating in the ballroom. Please make sure your guests bring their tickets, which are required for entry to the ballroom. Guests without tickets will be accommodated in the overflow seating.
- No reserved seating. Seating is first-come, first-served.
- Please keep in mind that aisles must be kept clear at all times to follow fire and safety regulations.
- Advance arrangements can be made for wheelchair seating by emailing txcommencement@wgu.edu.
- Baby strollers are not permitted inside the ballroom. Please park your stroller in the reception overflow area outside the ballroom.
- Please silence your cell phones.
Transportation Options

Super Shuttle Service
(512) 258-3826 or (800) 258-3826
www.supershuttle.com

CAPITAL METRO — Public Transportation System
METRO AIRPORT FLYER
(512) 474-1200
www.capmetro.org/airport

Metro Airport Flyer operating hours
Train Frequencies every 30 minutes on the hour. Please contact the Metro Airport Flyer for the times based on your flight and hotel.

Austin Taxi Information
Yellow Cab Austin
(512) 434–7720

Austin Cab
(512) 478-2222

Lone Star Cab
(512) 836-4900