

EAST CENTRAL UNIVERSITY MASTER CANDIDATE FALL COMMENCEMENT GUIDE



If you have any questions after reviewing this guide please contact the School of Graduate Studies.

Administration Building, Room 212

1100 E 14th St PMB H-7

Ada, OK 74820

580.559.5708

580.559.5159

gradschool@ecok.edu

East Central University's mission is to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area, East Central University provides leadership for economic development and cultural enhancement.



Need to Know for Master Candidates

Get Approved: Fall candidates who are approved to graduate by the School of Graduate Studies Office after October 26th will not have their name listed in the commencement program.

Grad Fee: The graduation fee if not already paid, is due by the end of the semester. The fee for Master candidates is \$75.00. Mail your payment directly to the Bursar's Office and clarify that the money is for the graduation fee. Do not send the payment to the School of Graduate Studies or the Records Office. **ATTENTION:** Your graduation fee is not included in your tuition and must be paid separately. Until this fee is paid you cannot receive your diploma or transcripts.

Cap and Gown: You may pick up your cap and gown from the ECU Bookstore beginning November 6th. Graduation announcements may also be purchased at the ECU bookstore.

Needs: Candidates who need special accommodations for the ceremony because of a physical condition should contact the School of Graduate Studies Office or Records Office as soon as possible.



Commencement Information

Where to be: Commencement exercises for Master's candidates will be held in the Kerr Activity Center Saturday, December 15, 2018. The ceremony will take place at 10:00 a.m. for ALL students completing degree requirements in December.

Master's candidates should report to the ECU Cafeteria at 9:15 a.m. at the south end (behind the partitions) before the ceremony. Instructions relating to the exercises are given at that time. **PLEASE BE ON TIME.**

For directions to the cafeteria, please see the map on the next page or contact the School of Graduate Studies or the Records Office.

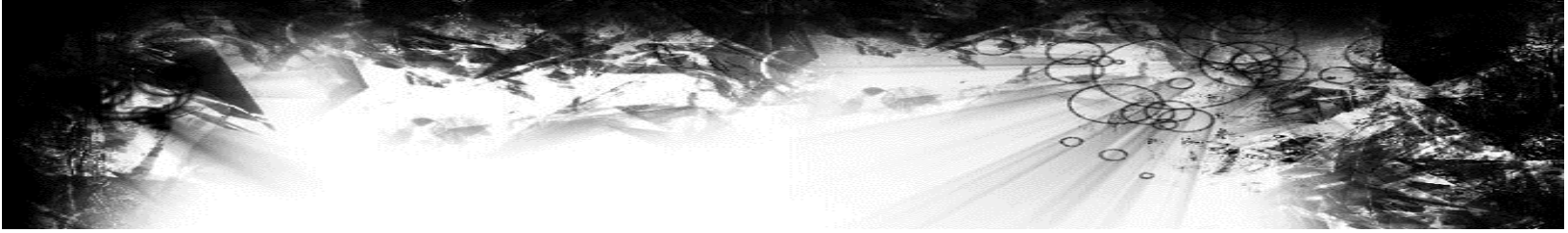
In case of heavy rain, meet in Room 202 Kerr Activity Center. You will be notified of the change by your student email account. Signs will also be posted in the cafeteria.

Please report to the Master's candidates name card table when you arrive.

Caution: Do not bring personal items with you. You will not be allowed to carry any items during the ceremony, including cameras or purses. They will be collected and taken to the Records Office to be picked up immediately following the ceremony. In the case of cold weather or drizzle, a table will be available for coats and umbrellas as you enter the stairs at the Kerr Center.

Remember: Master's candidates will receive their degrees as a group prior to the bachelor's candidate. Please be prepared to participate in the entire ceremony. Candidates should not leave until the commencement exercises are completed in their entirety.

* Attendance at commencement exercises is expected of all candidates, but is not mandatory.



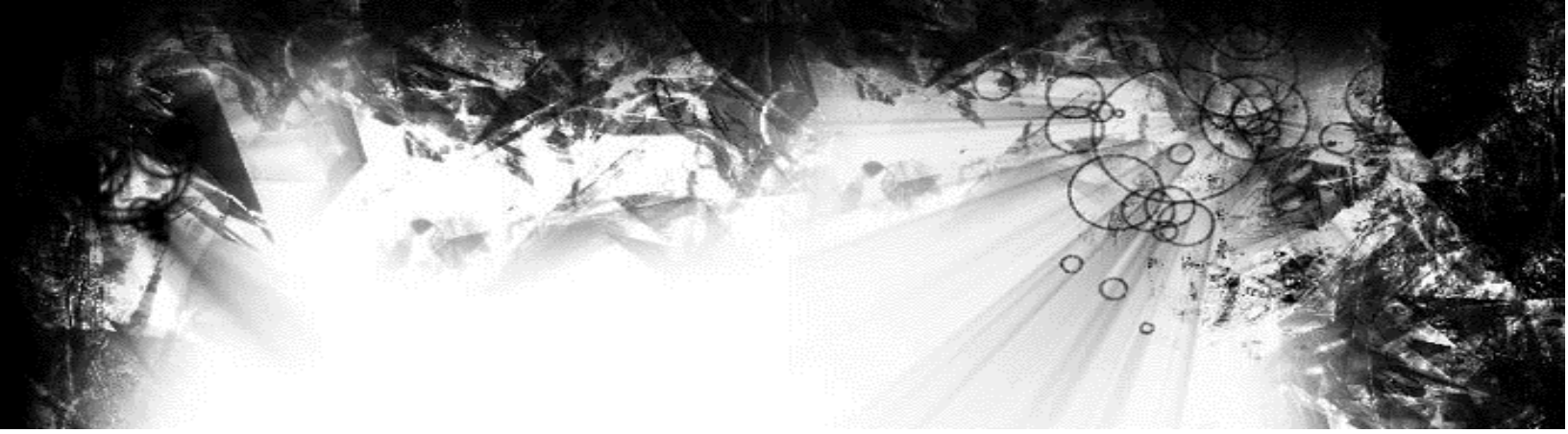
Commencement and Parking Map

Before graduation ceremonies take place, graduates will meet in the ECU cafeteria which is designated with a **YELLOW** star on the map below. Entrances are shown with **GREEN** arrows. The circle drive is shown by a **BLUE** arrow and is available to those who would like to be dropped off to enter the cafeteria. Commencement will take place in the building designated with the **ORANGE** star.



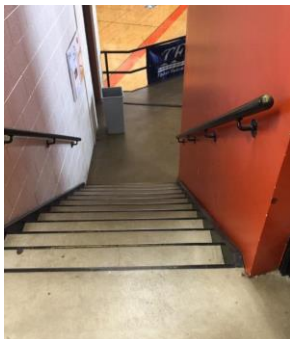
Parking on the day of commencement will be available in all areas marked with a **GREEN** star. The **YELLOW** arrows indicate parking areas that are recommended for convenience.

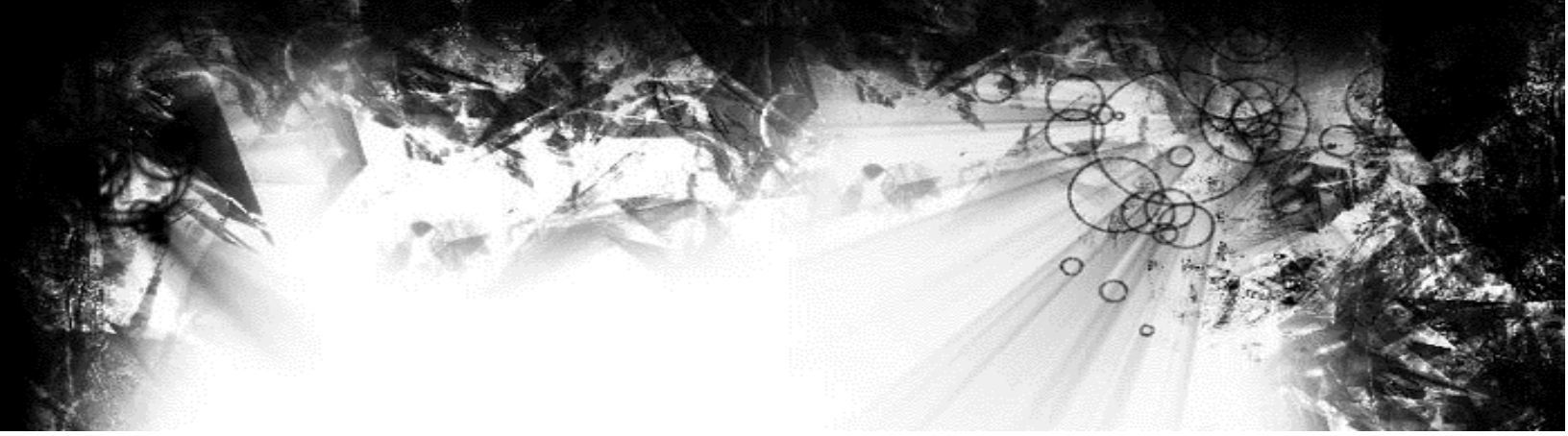




Graduation Attire

- We encourage you to wear comfortable, yet professional, dress attire under your gown rather than casual clothing to ensure that our graduates represent themselves and ECU with the utmost respectability.
- Heels are not recommended as candidates do proceed down the 14th street hill and three flights of indoor stairs. See pictures below if you are unfamiliar with 14th street and the stairs inside the Kerr Activities Center.
- Candidates **are allowed** to add lettering to their caps, but they **are not allowed** to add decorations that add height to the cap (e.g., flowers, large bows, ext.).
- Honors cords and organizational sashes are allowed. Since Master's students are required to hold a 3.00-4.00 GPA, there is **NOT** an honors cord.
- Master's candidates tassel will stay on the left side.
- **Do not** bring personal items with you. You will not be allowed to carry any items during the ceremony, including cameras or purses. They will be collected and taken to the Records Office to be picked up immediately following the ceremony. In the case of cold weather or drizzle, a table will be available for coats and umbrellas as you enter the stairs at the Kerr Center.
- You can bring your hood and we will help you put it on correctly.





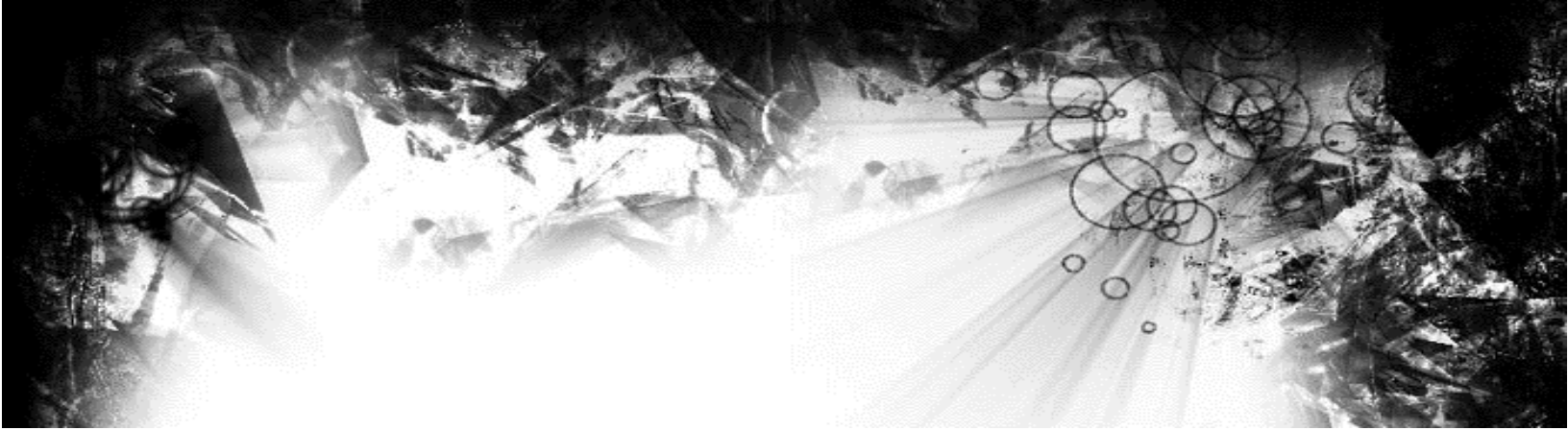
Etiquette for Commencement

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

- Put your cell phone on vibrate or silent during the ceremony.
- Keep cheering respectful, avoiding disruptive outbursts to allow the families and guests of other graduates to hear their graduates' names when they are read.
- Do not leave until the entire ceremony has ended, and participate in the recessional.

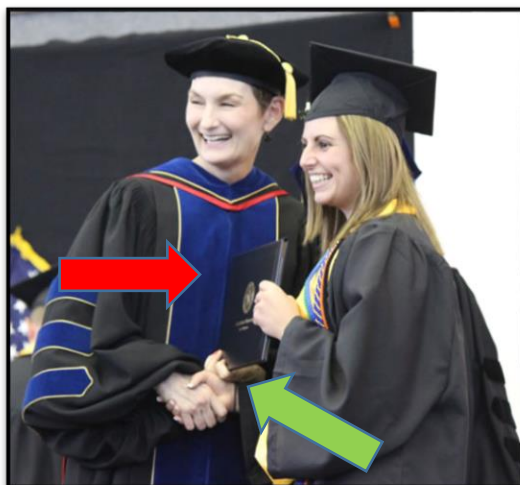
Because Master's candidates will receive their degrees as a group prior to the bachelor candidates, please be prepared to participate in the entire ceremony. Candidates should not leave until the commencement exercises are completed in their entirety.



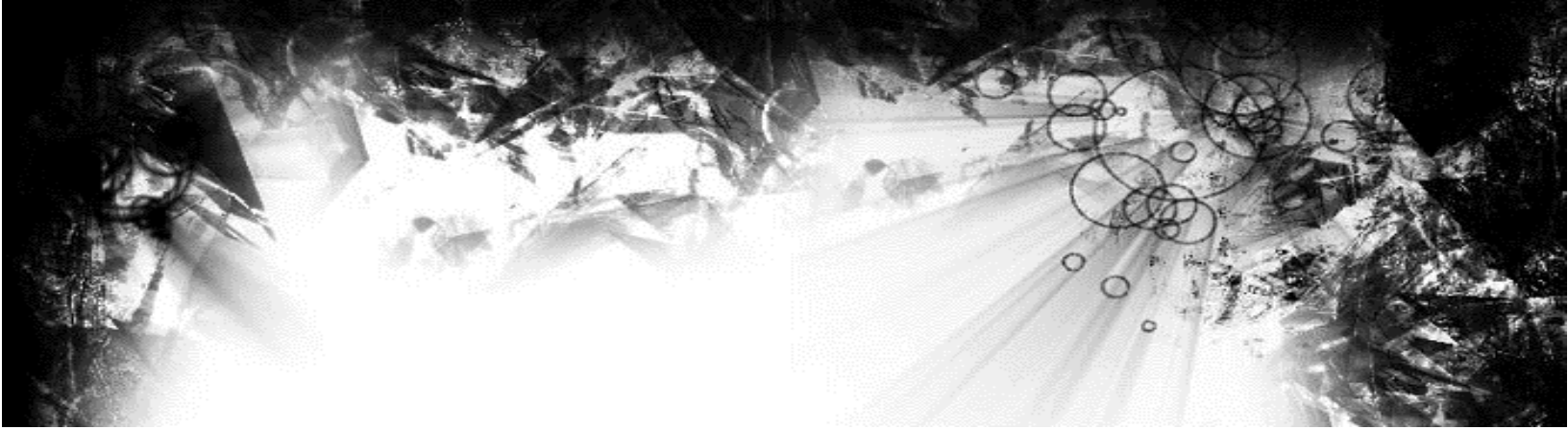


Tips you will WANT to remember

- When you cross the stage you will be handed a diploma cover. It will not contain your diploma.
- Masters candidates' tassel will stay on the left side.
- There will be someone to assist you with putting on your master hood.
- You absolutely must have a partner in the processional that you walk beside, but it may not be the same person that you walk down the hill beside.
- If you wish to sit next to a specific person, they need to be directly in front or behind you but it is impossible to calculate for row splits.
- Candidates on the south side when facing the stage will proceed across the stage first, and the candidates on the north side when facing the stage will proceed across the stage last.
- As you approach the stage, the Alumni Association will be pinning alumni pins on you. If you do not wish to be pinned, hold out your hand for yours.



When receiving your diploma, **reach** for the diploma cover with your left hand and **shake** hands with your right hand. This will ensure that a clear picture can be taken of the diploma cover and minimize confusion. We want you to have the best picture of this moment that you have worked so hard for!



School of Business Photos

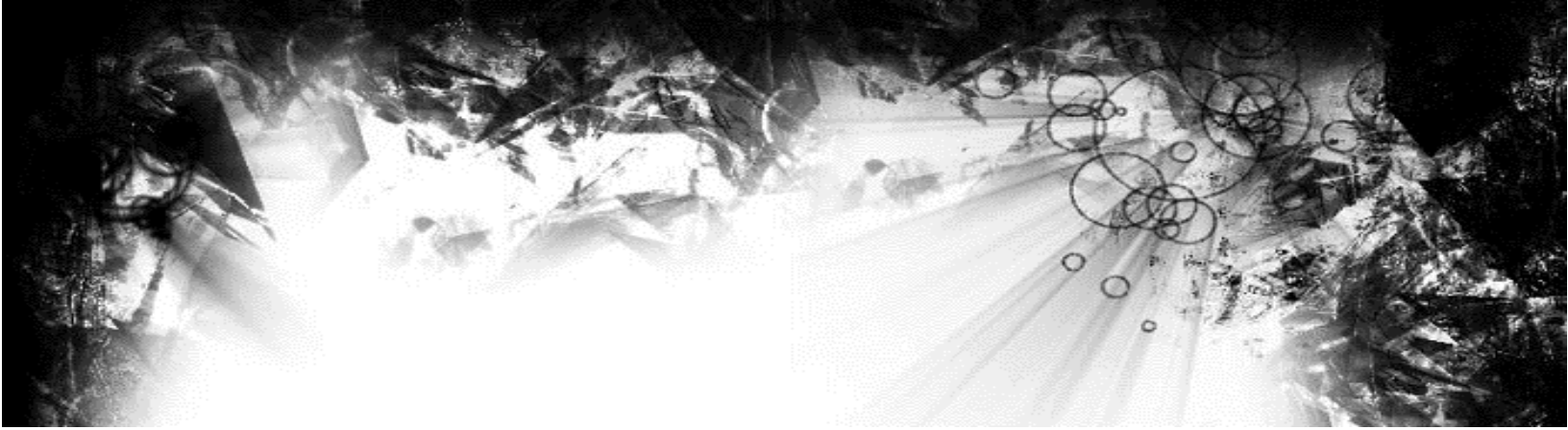
East Central University's Stonecipher School of Business celebrates our student's academic accomplishments by encouraging all fall and spring graduates to participate in our Stonecipher School of Business graduation photo. On Saturday morning we meet inside the Chickasaw Business and Conference Center. The photograph takes place immediately following the Honors Ceremony that is held at 8:00 a.m. inside the Ataloa Theater. We usually meet in the lobby around 9:00 a.m. and take the pictures around 9:10 a.m. The graduation photos will soon be placed on the media boards inside the building lobby of the Chickasaw Business and Conference Center.

The following are SSB majors:

MiM - Management

MSA - Accounting

Contact Wendell Godwin (580) 559-5649 or wgodwin@ecok.edu for more information.



Graduation Photography

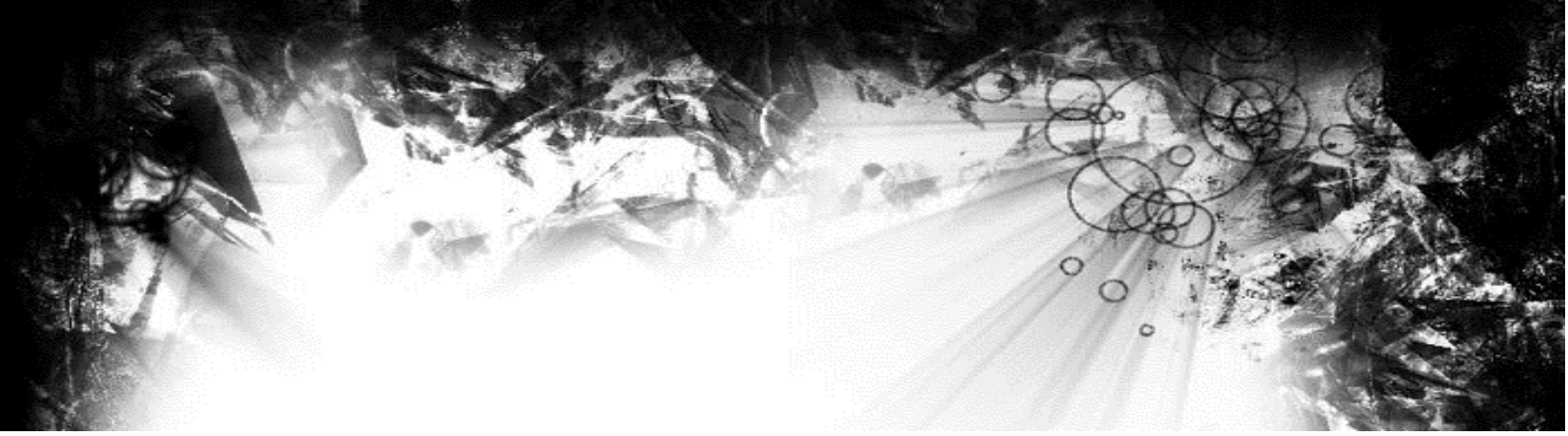
A professional photographer from Genesee Photo will be at the ceremony to take photographs of each candidate as you walk across the stage and then another photo as you exit the stage, standing between the American Flag and the State Flag. A proof will be mailed to you at the address listed on your Diploma Application with information about purchasing photo packages.

Genesee Photo Systems
Marianne Bulard
1015 West 4th Street Stillwater, OK 74074
405.624.1002 or 800.345.7427 (Ph) 405.624.9228 (Fax)
marianne@geneseephoto.com

Genesee Photo Systems - 1.800.345.7427
www.geneseephoto.com



Scan QR code to pre-register
for Graduation Images



Social Media

ECU welcomes your respectful use of social media before and after commencement, and encourages participation in your favorite social networks as an excellent way to share your pride in your accomplishment, as well as for graduates and their families and friends alike to express congratulations to the graduating class, to share their ECU pride, and to remark on the inspirational words of the commencement speakers.



Follow ECU Graduate School on Twitter, Instagram and Facebook!

@ Us in your post about commencement!



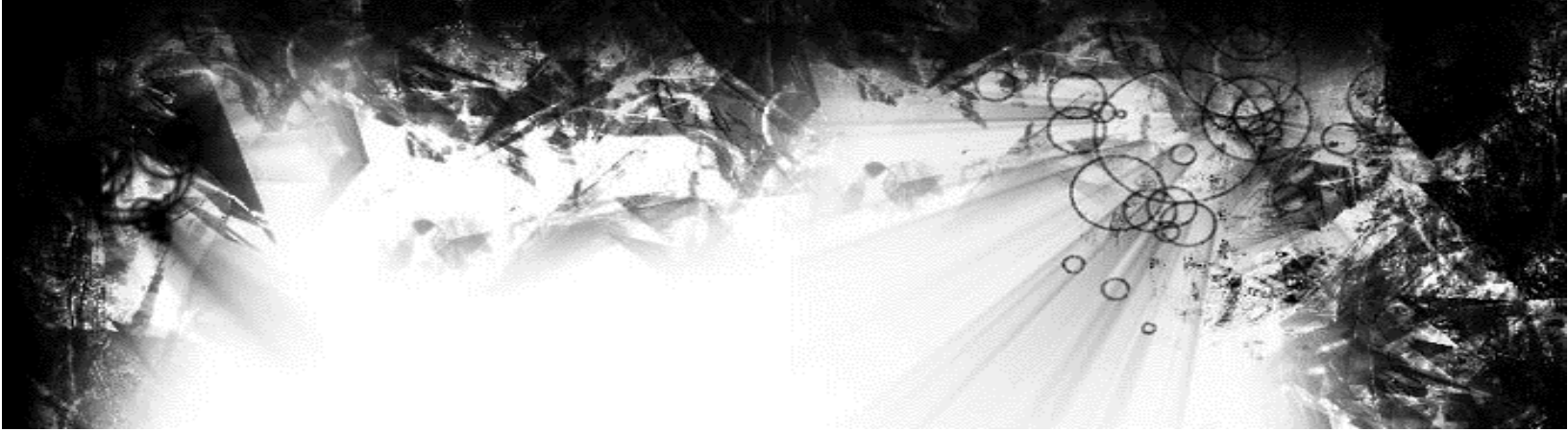
@ECU_Grad_Schl



ecu_grad_schl



ECU School of Graduate Studies



Guests

Doors for graduation open at 8:00 a.m.

Seating for graduation guests is “first come first served.” There is not a limit for guest-per-student, and there is **No Reserved Seating**.

Commencement ceremonies are approximately 1 ½ hours.

Disability Services

Wheelchair seating is located in the places highlighted in **Blue**. There is more wheelchair seating symmetrically on the west side.



There will be an American Sign Language translator on the stage during the ceremony.

