



# WEST LIBERTY UNIVERSITY

Registrar's Office  
208 University Drive  
College Union Box 145  
West Liberty, WV 26074

Phone: 304-336-8007  
Fax: 304-336-8220  
Toll-Free: 866-West-Lib  
[registrar@westliberty.edu](mailto:registrar@westliberty.edu)

**TO:** All Prospective May 2015 Graduates  
**FROM:** Scott A. Cook, Registrar  
**DATE:** March 27, 2015

We have received your application for graduation indicating that you plan to complete your degree requirements this semester. The purpose of this letter is to give you some preliminary information pertaining to Commencement and to remind you of the steps you need to complete between now and the end of the semester. Information will also be available on the WLU web site ([westliberty.edu](http://westliberty.edu)) on the Registrar's page.

## I. Commencement:

Commencement will be held Saturday, May 9, at 11:00 a.m., in the Academic, Sports and Recreation Complex (ASRC) on the West Liberty University campus. In late April, you will receive specific instructions concerning the ceremony, including when and where to meet. This information will be distributed at the Graduation Fair. The Graduation Fair will be held from 3:00 p.m. to 5:00 p.m. on April 7 at the Highlands Center for students attending classes there. On April 9, from 3:00 p.m. to 5:00 p.m., the Graduation Fair will be held on campus in the Boyle Room in the ASRC. You do not need to arrive at 3:00 p.m. You can attend anytime between 3:00 p.m. and 5:00 p.m.

Since Commencement is being held on the Saturday immediately following the week of final exams, final grades will not be available. At the ceremony, a certificate of participation will be presented to you. After graduation requirements have been confirmed, diplomas will be distributed. This should be the week of June 15. An email will be sent to your WLU email account announcing the dates diplomas can be picked up on campus. Please check your email in early June for this announcement. If you are unable to pick up your diploma, your diploma will be mailed to your permanent home address.

Only those students who are completing graduation requirements this semester will be permitted to go through Commencement. If a student fails to complete a required course or fails to meet any other graduation requirement, the student will be removed from the graduation list. The student will need to reapply for graduation once requirements are completed. If you receive a grade of "Incomplete" for a course, the incomplete must be made up by June 12, 2015, to remain a May graduate. If you are removed, you will need to reapply for graduation for the term you plan to graduate.

If you are interested, please see the attachment from Grad Images. They are the professional photographers taking photographs at the Commencement Ceremony.

**THIS WILL BE ONE OF OUR LARGEST COMMENCEMENT CEREMONIES. WE ASK YOU TO LIMIT YOUR INVITED GUESTS TO 6 INDIVIDUALS OR LESS DUE TO SEATING CONSTRAINTS.**

## II. Participation in Commencement:

All students graduating in May are expected to participate in the Commencement exercises. ***Please click here to complete the Commencement Participation Form.***

### III. **Academic Requirements:**

All files have been reviewed for graduation eligibility. If you received an email stating that your file is not complete for graduation, please contact Amy Balog at 304-336-8127 immediately to resolve the problem.

### IV. **Tests – Education Majors only:**

All Education majors are required to take the Praxis II content test(s) and PLT test for WV certification. The required tests will depend upon your program. Specific information relative to required tests can be directed to the WV Department of Education at 800-982-2378 and registration materials and test packets are available online at [www.ets.org](http://www.ets.org).

**All Education Majors who wish to be certified in West Virginia must complete an Application for Certification and submit it to the College of Education. You are not automatically certified.**

### V. **Graduation Fee:**

Each student must pay the \$125 graduation fee for undergraduates (\$130 for two degrees) and \$150 for graduates; the fees will be assessed by March 30 and payment is to be submitted to the Business Office. If you applied for graduation after December 12, 2014, there is an additional \$110.00 late fee charge. If you have any questions regarding payment, please contact the Business Office.

### VI. **Financial Obligations:**

Each student must be free of any debts to the University (library fines, money owed to the Business Office, parking fines, etc.). Please make certain that you have cleared all debts.

If you received a **Perkins Loan** while a student at West Liberty, you are **required** to complete the Perkins Loan exit interview online at [www.ecsi.net](http://www.ecsi.net). A link to this is also available from the Business Office web page, under loans. If you have any questions, contact Lisa Marple at [marplel@westliberty.edu](mailto:marplel@westliberty.edu) or by calling her at 304-336-8110 in the Business Office.

If you received a **Direct Loan** while enrolled at West Liberty, you are required to complete the Direct Loan Exit. To complete the Exit on-line, visit the Student Loan website, [www.studentloans.gov](http://www.studentloans.gov) and click on Exit Counseling. If you have any questions, please contact the Enrollment Service Center at 304-336-8016.

**We will not be able to release your final transcript or diploma until the above requirements are met.**

### VII. **Graduation Fair**

A Graduation Fair will be held at the Highlands Center on Tuesday, April 7, from 3:00 p.m. to 5:00 p.m. for students only taking classes there. On Thursday, April 9, from 3:00 p.m. to 5:00 p.m., the on campus Graduation Fair will be held in the ASRC Boyle Room. You do not have to arrive at 3:00 p.m. for this event. You can arrive any time between 3:00 and 5:00. Representatives from the Learning and Student Development Center, Enrollment Center, Business Office, Housing, and the Barnes & Noble Bookstore will be in attendance.

You will be able to take care of all graduation items during the fair.

VIII. **Graduation Announcements and Cap and Gown Orders:**

Please see the attachment regarding announcements. Caps and gowns will be available at the Graduation Fair or, beginning April 10<sup>th</sup> at the Bookstore.

If you have any questions concerning caps and gowns or announcements, please contact the Bookstore at 304-336-8211.

*If you have additional questions pertaining to graduation, please contact Amy Balog at [balogamy@westliberty.edu](mailto:balogamy@westliberty.edu) or at 304-336-8127 or Jill Nixon at 304-336-8130.*