TO: All Prospective May 2016 Graduates  
FROM: Scott A. Cook, Registrar  
DATE: February 24, 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.

I. **Commencement:**

Commencement will be held Saturday, May 7, at 11:00 a.m., in the Academic, Sports and Recreation Complex (ASRC) on the West Liberty University campus. Later in April, you will receive specific instructions concerning the ceremony, including when and where to meet. This information will be given out at the Grad Fair on April 5 or 7, or mailed to your permanent address if you do not attend the Grad Fair.

Since Commencement is being held on the Saturday immediately following the week of final exams, your final grades will not be available. At the ceremony, a certificate of participation from the President will be presented to you, with the diploma being mailed to you in about six weeks after your final grades have been received and checked.

Only those students who are completing their 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 diploma and the final transcript will be held until the necessary requirement has been completed. If you receive a grade of "Incomplete" for a course, the incomplete must be made up by June 3, 2016, to remain a May graduate. If you are removed, you will need to reapply for graduation for the term you plan to graduate.

II. **Guests:**

Due to the large number of graduates this May, each graduate is limited to inviting 5 guests. There is limited seating in the ASRC. Once capacity is reached, we can no longer admit guests.

III. **Participation in Commencement:**

All students who complete their work in May are expected to participate in the Commencement exercises. [Please click here to complete the Commencement Participation Form.](#)

IV. **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 336-8127 immediately to resolve the problem.
V. 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.

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.

VI. 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 March 14 and payment is to be submitted to the Business Office. **If you applied for graduation after December 11, 2015, there is an additional $110.00 late fee charge.** If you have any questions regarding payment, please contact the Business Office.

VII. 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. 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 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 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.**

VIII. Graduation Fair

A Graduation Fair will be held in the ASRC Boyle Room on Thursday, April 7 from 3:30 p.m. – 5 p.m. Representatives from the Learning and Student Development Center, Enrollment Center, Business Office, Housing, and Bookstore will be in attendance.

A Graduation Fair will also be held on Tuesday, April 5, from 4:30 p.m. – 6 p.m. at the Highlands Center to accommodate students who only attend the Highlands Center for their coursework.

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

Please fill out the Graduation Fair attendance form here, to let us know which fair you will be attending.

IX. Graduation Announcements and Cap and Gown Orders:

Please see the enclosed attachment regarding announcements.

**CAPS AND GOWNS MUST BE PRE-ORDERED THIS YEAR BY MARCH 1,** and will be available for pick up at the Graduation Fairs, or after April 7, 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 or at 304-336-8127.*

SAC: ajb

## Grad Packs

### Caps and Gowns, Diploma Frames & Personalized Announcements

*We’ve packaged our most popular items to make ordering even easier!*

### Hilltoppers

- Associates, Bachelor & Master - $90.94
  - 1 cap, gown, tassel & hood
  - 25 Custom Announcements
  - 25 Tissue Inserts

### Hilltoppers Premier

- Associates, Bachelor & Master - $126.90
  - 1 cap, gown, tassel & hood
  - 25 Custom Announcements
  - 25 Envelope Seals
  - 25 Tissue Inserts
  - 25 Thank You Notes
  - 60 Return Address Labels

### Hilltoppers Deluxe

- Associates, Bachelor & Master - $230.94
  - 1 cap, gown, tassel & hood
  - 1 Classic Diploma Frame
  - 25 Custom Announcements
  - 25 Envelope Seals
  - 25 Tissue Inserts

### Hilltoppers Supreme

- Associates, Bachelor & Master - $240.94
  - 1 cap, gown, tassel & hood
  - 1 Windsor Diploma Frame
  - 25 Custom Announcements
  - 25 Envelope Seals
  - 25 Tissue Inserts

### Individual Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>25 Announcements</td>
<td>$60.96</td>
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<tr>
<td>Each additional 5</td>
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<tr>
<td>25 Thank You Notes</td>
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<td>25 Envelope Seals</td>
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<td>60 Return Address Labels</td>
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<tr>
<td>1 Certificate of Appreciation</td>
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<tr>
<td>1 Keepsake Cover</td>
<td>$19.95</td>
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<tr>
<td>25 Tissue Inserts</td>
<td>$13.98</td>
</tr>
<tr>
<td>Bachelor Unit (cap, gown &amp; tassel)</td>
<td>Grad Fee</td>
</tr>
<tr>
<td>Master Unit (cap, gown, tassel &amp; hood)</td>
<td>Grad Fee</td>
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</tbody>
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**Windsor & Classic Frames can be viewed at [herffjones.com/college/westliberty](http://herffjones.com/college/westliberty)**

**View and order at [www.herffjones.com/college/westliberty](http://www.herffjones.com/college/westliberty)**

All caps and gown and frame orders need to be ordered by March 1st and can be picked up at the Grad Fair starting on April 5th at Highlands or the 7th at Main Campus. *The charges for the caps and gowns are included in the graduation fees. The hood is not a part of the Bachelor unit. The Classic frame is rich-burnished cherry and the Windsor is high glass cherry with a gold inner bevel. Please note that sales tax and $12.95 flat rate shipping will apply to all announcement orders. Please allow 2-3 weeks for announcements to deliver.*

**Questions?**

For the most prompt response, please email Vince Rodi at vincerochi@yahoo.com

Secondary line of communication (412) 331-2562

*Official provider of West Liberty graduation products*