

MEMORANDUM

TO: CLASS OF 2012

CC: Parents and Family Members of the Class of 2012

FROM: Kristi Lawrence Wilkerson '99
Director of Alumni Relations and
Commencement Coordinator

DATE: March 14, 2012

RE: **COMMENCEMENT 2012**

Congratulations on your upcoming graduation! We look forward to celebrating your many achievements with you during Commencement on May 5th, and we welcome you as a new member of the Alumni Association.

The Office of Alumni Relations performs a number of functions for Commencement weekend. Please take note of the following items that apply to graduates and/or families of graduates:

COMMENCEMENT TICKETS

Due to Fire Marshal regulations, we have limited seating in Rockefeller Physical Education Center. Each graduate will be provided with an opportunity to receive a maximum of **six** complimentary Commencement tickets for family and friends. These tickets are available for pick-up in the Alumni Office (Erickson Alumni Center, 55 Meade Street) Monday, April 30, through Friday, May 4, from 8:00 am – 4:30 pm. We encourage graduates to request only the amount of tickets they will use and work with classmates to acquire additional tickets. Any remaining Commencement tickets will be offered on a first come, first serve basis in the lobby of the Gymnasium on Commencement morning, May 5, beginning at 9:00 am (LIMIT 2 PER PERSON).

Doors to the Gymnasium will open at 9:00 am.

Note: Please notify the Alumni Office if anyone in your attending party is handicapped or physically challenged noting specific needs. We will provide special seating for these individuals; however, **THEY STILL MUST HAVE A TICKET TO ATTEND ALONG WITH ONE PERSON THAT MAY ACCOMPANY THEM.** We ask that these

individuals arrive at the gymnasium by 9:30 am to provide ample time for seating arrangements. Thank you for your assistance and cooperation.

MEALS AND MEAL TICKET RESERVATIONS

A reservation form is enclosed for you and your family for meal tickets. **Please include payment with all reservations.** Return this form by April 27 to the Office of Alumni Relations, Erickson Alumni Center, 59 College Avenue, Buckhannon, WV 26201.

Please note that all meal tickets must be reserved by April 27 and will be available for pick-up in the Alumni Office (Erickson Alumni Center, 55 Meade Street) Monday, Apr. 30, through Friday, May 4, from 8:00 am – 4:30 pm. *Tickets for meals cannot be mailed.* Refunds will be made only by check, therefore, please allow 3-4 weeks for arrival. No refund requests can be honored after Tuesday, May 1.

Your Aladdin I.D. meal card will remain active through breakfast on Saturday, May 5, including all meals except the Friday evening Commencement Banquet and the Post-Commencement Buffet. **Although graduates do not pay for the Friday night Commencement Banquet and the Saturday Post-Commencement Buffet, you still must have a ticket and make a reservation with the Alumni Office if you plan to attend.** If your family is not attending the dinner or the buffet, and you are, please make a reservation and pick up your ticket. Your Aladdin I.D. meal card will not work for these meals; a ticket is required.

SENIORS ONLY: PERSONAL DATA SHEETS

A personal data form (“Alumni Questionnaire”) is enclosed. Please complete and return it to the Alumni Office before Commencement.

GRADUATION PHOTOS

For your convenience, we have secured a professional photographer from Grad Images to record the moment when you are awarded your diploma. You will receive a passport-sized, full-color proof in the mail approximately one week after the ceremony (proofs may also be emailed to you). There is no obligation to purchase, but you have the option of ordering from a variety of enlargement packages at reasonable prices. **This service allows family members and friends to remain in their seats and enjoy the ceremony.** Grad Images offers a 100% guarantee with the purchase of your photography package. Upon request, you will receive a full refund, no questions asked. Family members and friends will not be able to use tripods with camcorders in this crowded setting and we ask that attendees are mindful of those sitting behind them.

DIPLOMA DISPLAY INFORMATION

Information about a diploma display was available at the Graduation Fair for seniors. (A brochure from Main Street Studios is enclosed in packets mailed to parents and families.) This is a nice way to proudly display your significant achievement.

ROOMS ON CAMPUS

Residence hall rooms are available for the nights of Thursday, May 3, and Friday, May 4, at a rate of \$30 *per person* for one night and \$50 *per person* for two nights. **See reservation form.** All rooms include two single beds. **Please bring your own bed linen, pillows, blankets, towels, and personal toiletry items.** Note that **the College does not provide linens.** In addition to the room charge, there is a key deposit due at the time of check-in (\$25) which will be refunded at check-out. Payment for room charges should accompany your reservation form. Please do not send a key deposit with payment for rooms and/or meals; you may pay the key deposit when checking in at the residence hall.

To check in to your room, report to **Fleming Hall** where all rooms are assigned by the Housing Office. **Check-in times on Thursday are 3-5 pm and 6-8 pm. Check-in times on Friday are 10 am-12 noon, 2-4 pm, and 6-8 pm. Checkout time on Saturday is 8-10 am in the Fleming Hall lobby.**

Other local lodging options can be found at: <http://www.wvwc.edu/about/lodging.php>

PARKING ON SATURDAY, MAY 5

The parking lot closest to Rockefeller, Christopher, Reemsnyder, and the Library will be reserved for handicap drop off on Saturday, May 5. Please follow instructions by Campus Security on that morning to insure easy flow of traffic so that all can enjoy the Commencement ceremony.

If you have any questions, please stop by the Alumni Office in Erickson Alumni Center, 55 Meade Street, or contact me at (800) 768-8264, (304) 473-8509, or alumni@wvwc.edu.