



August 31, 2010

Dear Graduate:

First, CONGRATULATIONS! We hope that you are as excited as we are about the nineteenth annual graduation ceremony for Webster University, Orlando. We are busy making arrangements so everything will be great for you, your family, and your friends. This letter will advise you of some important details. Most importantly, don't forget to order your invitations and regalia - information is enclosed. If you have questions or if we can be of any assistance, please contact Jo Carroll at 407 345-1139 x 206 or email_carrollj@webster.edu.

1. Graduation will be held at the **Linda W. Chapin Theater, Orange County Convention Center, West Building**, 9800 International Drive Orlando, FL 32819. The day is Saturday, **November 6, 2010**, and the ceremony will commence at 10:00am **SHARP!** It will last until approximately 12:00pm; tickets are not required but please fill out and return the attached RSVP form so that we have a count of students participating and their guest(s).
2. Representatives will be on campus to take measurements/orders for academic regalia **ONLY** during the times and dates listed on the enclosed flyer. They will have samples of regalia [cap and gowns], announcements, and class rings available. A professional photo studio portrait sitting will also be available at that time.
3. There is an \$8.00 charge for parking at the Orange County Convention Center. Directions to the Convention Center are enclosed. **YOU MUST ARRIVE** by 9:15am with your cap, gown, and hood. Arrangements have been made for changing rooms where you may leave your jacket, etc., and where you will line up for the processional. **YOUR PURSE OR VALUABLES SHOULD BE LEFT WITH A FAMILY MEMBER OR GUEST.** (**Note:** When putting on your cap and gown, do not put on the hood. You will carry the hood, draped over your left arm until you are called to the stage. At that time, a member of the stage party will place the hood on you as a part of the ceremony). The ceremonial procession will begin **PROMPTLY** at 10:00am. All graduates will sit together in the front rows of the auditorium.
4. The Presentation of Degrees will follow the commencement address and awards ceremonies. A professional photographer will be present and photos of the ceremony may be ordered. Please ask your guests to refrain from taking photos during the ceremony. The graduates will approach the stage one row at a time. When it is your turn, you will hand your information card (distributed during line-up) which lists your name and degree, to the announcer. When your name is announced, you will hand your hood to the stage official who will "hood" you. You will then proceed onto the stage where another stage official will hand your "Congratulatory Letter" to you and shake your hand, pausing to **smile** for the photographer. (**Please Note:** Your actual diploma is mailed directly to you by the Registrar's Office approximately 6-8 weeks after you have completed all requirements for the degree and have a \$0 balance in the Business Office).
5. At this point you will shake hands with the other remaining stage officials and return to your seat.
6. At the conclusion of the ceremony the recessional will leave the auditorium in the same order in which it entered: stage party, faculty and graduates.
7. Once all graduates have left the area they may be joined by the family members and guests for pictures, etc. We request that all pictures be taken with family and friends **BEFORE AND AFTER** the ceremony.

REMEMBER, THERE IS NO PROVISION FOR LAST MINUTE ATTENDEES, SO PLEASE MAKE YOUR PLANS NOW!!! RETURN THE ATTACHED FORM NO LATER THAN OCTOBER 11, 2010.



PLEASE RE-READ THE PREVIOUS PAGE CAREFULLY. WE WANT THIS CELEBRATION TO BE A VERY SIGNIFICANT AND MEMORABLE EVENT IN YOUR LIFE!!!

REMEMBER!!! Return this form no later than OCTOBER 11, 2010 to:

**Jo Carroll
Webster University, South Campus
6750 Forum Drive, Suite 300
Orlando, FL 32821
or
Fax 407-345-0377
Email carrollj@webster.edu**

CEREMONY [STUDENT]

NAME: _____

DEGREE/CONCENTRATION _____

I WILL _____ WILL NOT _____ ATTEND THE GRADUATION CEREMONY
(TICKETS ARE NOT REQUIRED)

NUMBER OF GUESTS ATTENDING CEREMONY _____

WHEN INVITING FAMILY AND GUESTS, YOU MAY WANT TO CONSIDER THE ATTENTION SPAN OF YOUNG CHILDREN AND THAT THE CEREMONY USUALLY LASTS ABOUT 2 HOURS.