

October 22, 2009

Dear Master's Degree Candidate:

Fall Commencement will be held at 2:00 p.m. on Sunday, December 20, 2009. The ceremony is scheduled in the **Robert P. Knowles Building** and will last approximately two hours. Complete details about the Commencement ceremony are available at www.uwrf.edu/commencement

Adequate seating is usually available for Fall Commencement; therefore, no reserved seating is provided nor are tickets required for guests. **If you, or any member of your family needs special seating arrangements, please notify the Registrar's Office (715/425-3342) prior to December 4, 2009,** as the floor plan will be finalized on that date. If you have a change of plans and do not intend to participate in Commencement, please notify the Registrar's Office by December 4, 2009. A sign language interpreter will be available in a designated area. If your family is in need of this service, ushers will be available to assist you on Commencement day.

All campus parking lots will be open to the public from 7:00 a.m. until midnight on commencement day. Citations will be issued prior to and after the times listed above if cars are parked in lots that are monitored. Parking during commencement is on a first-come, first-serve basis. Family and friends should plan ahead in order to ensure that they arrive in a timely manner. Traffic will begin to back up at about 12:30 p.m. and by 1:30 p.m. the roads leading to Knowles will become very congested. The parking lot at Ramer Field will be overflowing, as will all parking lots close to Ramer Field. Family and friends should arrange to share rides and drop off family members or friends who have a difficult time walking long distances. There are limited disabled parking spaces available in Ramer Field. Parking attendants will be on duty prior to and during commencement. If you have any questions regarding parking facilities, please contact the Parking Office at (715)425-3333.

Academic attire must be worn by each candidate participating in Commencement. **Flowers and decorative jewelry may not be worn on the academic gown.** If you plan to purchase your cap, gown, hood and tassel through UW-River Falls, you may do so beginning November 16 in the Falcon Shop of the University Center. The Falcon Shop hours are: Monday through Thursday, 8:00 a.m. - 6:00 p.m.; Friday, 8:00 a.m. - 4:00 p.m.; and Saturday, 11:00 a.m. - 3:00 p.m., and Commencement Day, 11:00 a.m. - 2:00 p.m. If you are unable to get to the Falcon Shop during their regular hours, they are willing to ship the cap, gown, hood and tassel to you by UPS. For further information on shipping UPS, or any questions regarding your cap, gown, hood and tassel, please contact the Falcon Shop at (715)425-3962. If you are not purchasing a cap, gown and hood from the bookstore, please be advised that the cap and gown used must be black, and the tassel must be purchased from the bookstore. The cost of a graduate cap, gown and tassel is \$30; a graduate hood is \$28. You will need to carry your hood to the ceremony. As you approach the platform, with the hood over your arm, you will hand it to one of the graduate faculty who will then place it over your shoulders. After the hood is placed, you will cross the stage and receive your diploma from the Chancellor.

Instructions concerning the Commencement ceremony will be given in the Hunt Arena at 1:00 p.m., with the line forming at 1:15 p.m. Please write your name phonetically on the enclosed index card. The way you write your name is the way it will be pronounced. **The only way your name will be read at Commencement is if you have an index card to hand to the reader as you walk across the stage.**

Prior to commencement, there will be a Graduation Brunch held in the Riverview Ballroom of the University Center. For information about the Brunch, please check www.uwrf.edu/commencement/1brunch.htm. Brunch reservations must be made by Monday, December 14.

The concession stand in Hunt Arena will be open for business during the Commencement line-up.

The Skate Room, located on the north side of Hunt Arena, is available to put coats, purses, etc. during the Commencement ceremony; this space will be locked during the ceremony. The University of Wisconsin-River Falls is not responsible for lost or stolen articles.

Flower bouquets for graduates will be sold before Commencement in the Knowles Building to benefit Habitat for Humanity. Please refer any questions to sarah.kitt@uwrf.edu or sage.johnson@uwrf.edu

Arrangements have been made with a professional photographer to photograph all graduates as you receive your diploma covers. There will be no obligation to purchase the photographs. The photographer will send a proof to your uwrf.edu email address and a hardcopy proof to your home address as indicated on eSIS. The proof is free and you may order 5" x 7" color pictures at a modest fee. Members of the audience are requested to remain in their seats and refrain from getting up to take pictures during the Commencement ceremony. The university's photo backdrop will be available in the Knowles Center throughout the day for family photographs.

The University of Wisconsin-River Falls will be streaming live the Fall Commencement Ceremony. The link to the streaming site will be available one week prior to the event. The viewer can watch the live stream at no charge; however, you will need to have Windows Media Player loaded onto your computer in order to access the feed. A graduation video will be available on VHS or DVD for \$30.00. Please see enclosed form. For any questions regarding the video, please call TV Services at (715)425-3175.

A reception for graduating students and their guests will be held in the Knowles Center immediately following the ceremony.

Congratulations on your achievement! I shall be looking forward to seeing you on December 20, 2009.

Sincerely,

Douglas L. Johnson
Director, Graduate Studies

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enclosure