

WESTERN MICHIGAN UNIVERSITY



Office of the Provost
and Vice President for Academic Affairs

To: Deans, Associate and Assistant Deans, Departmental Chairs, Faculty
FROM: Tim Greene, Provost and Vice President for Academic Affairs
DATE: November 4, 2009
RE: Commencement

A handwritten signature in black ink, appearing to read "Tim Greene", written over the "FROM:" line of the memo.

You are cordially invited to celebrate the success of our students by participating in the December 2009 commencement exercises for your college. We hope to have about 60 faculty at each of **three ceremonies** (9 a.m., noon, and 3 p.m.) **on Saturday, December 19 in Miller Auditorium:**

9 a.m. College of Education and Human Development
College of Engineering and Applied Sciences

noon Haworth College of Business
College of Health and Human Services
Extended University Programs

3 p.m. College of Arts and Sciences
College of Aviation
College of Fine Arts

Assembly for each ceremony is forty-five minutes before start time in the Green Room of Shaw Theatre. Continual food service will be available on the lower level of Miller Auditorium.

Academic regalia can now be ordered, free of charge, directly on line (<http://auxe.wmich.edu/wmuRegaliaRental/>); orders must be submitted no later than Thursday, December 3. Should you prefer to repeat your previous order or if you have any questions regarding regalia, please contact Bethany Timmerman (bethany.timmerman@wmich.edu). (*Note: Academic departments will be charged for late regalia orders, which require special handling and express shipping fees, placed by their faculty.*)

Regalia may be picked up at the WMU Bookstore—Textbook Alley, Bernhard Center, beginning Monday, December 14 (through Friday, December 18) between the hours of 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday. Regalia not picked up by 5 p.m. on Friday will be taken to the Green Room of Shaw Theatre on Saturday morning, December 19, by 8 a.m. Regalia may be left at the York Arena Theatre of Shaw Theatre after the ceremony. (Regalia not returned will be billed directly to you at replacement costs--approximately \$200.)

Commencement is an important and joyous celebration for our graduating students and their families and friends. Your participation will help ensure a memorable occasion for them.

Thank you.

cc: President Dunn