The ceremony will begin promptly at 10:00 a.m. on Sunday, 22 December 2013 in the Kohl Center. **Candidates are asked to be in their seats twenty minutes prior to the starting time of the ceremony.** Access to the candidate seating area is via the down staircase at Gate A. Candidates for the various degrees will be seated in sections designated by signs. Marshals wearing cardinal academic attire will be present to provide assistance.

**Doctor of Philosophy, Doctor of Musical Arts, and Master of Fine Arts candidates** will be accompanied by faculty escorts. Candidates and escorts should meet on the lower level of the Kohl Center, accessed via the staircase at Gate A.

All candidates should fill out the preprinted forms placed on their chairs. These two-part forms will be used for the reading of names during the presentation of the diploma folders and for providing contact information to receive complimentary photographic proofs of the individual graduates.

**Program**
Candidates and the audience are requested to rise when the platform party of university officials, led by marshals, marches to the stage. Chancellor Blank will preside. The program will include a welcome by the chancellor, music by the university’s School of Music band, and appropriate comments by other program participants.

**Conferral of Degrees**
When it is time to confer the academic degrees, the dean of the Graduate School will ask the **Doctor of Philosophy, Doctor of Musical Arts, and Master of Fine Arts candidates** to rise. They will be presented to the chancellor, who will confer the degrees. The candidates, with their escorts, will march across the platform as the candidates’ names are announced, receive their diploma folders and then return to their seats. **Candidates for professional degrees will be presented by their deans in a similar manner.**

*Master’s candidates* will be presented by the dean of the Graduate School to the chancellor, who will confer the degrees. Graduates will then march across the platform as their names are announced, receive their diploma folders and then return to their seats.
Bachelor’s candidates will be presented by the deans in the order listed in the program available at the ceremony. The respective deans will ask each group to rise separately to be acknowledged. After all candidates have been presented, the chancellor will confer the degrees. Graduates will then march across the platform as their names are announced, receive their diploma folders and then return to their seats. Candidates for bachelor’s degrees wear the tassel on the right side of the cap until their degrees have been conferred.

HOW TO REGISTER

UNDERGRADUATE DEGREE CANDIDATES:
– completing degree requirements during the fall 2013 semester should apply to graduate via the MyUW Student Center, my.wisc.edu. You must do this by 15 November 2013 to have your name printed in the commencement program.
– completing degree requirements at a time other than the fall 2013 semester and planning to attend Winter Commencement should indicate your intent to attend via www.secfac.wisc.edu/commence/. You must do this by 15 November 2013 to have your name printed in the commencement program.

PROFESSIONAL DEGREE CANDIDATES (audiology, law, medicine, nursing practice, pharmacy, veterinary medicine):
– completing degree requirements during the fall 2013 semester should apply to graduate via the MyUW Student Center, my.wisc.edu. You must do this by 15 November 2013 to have your name printed in the commencement program.
– completing degree requirements at a time other than the fall 2013 semester and planning to attend Winter Commencement should indicate your intent to attend via www.secfac.wisc.edu/commence/. You must do this by 15 November 2013 to have your name printed in the commencement program.

MASTER’S AND DOCTORAL DEGREE CANDIDATES:
– completing degree requirements during the fall 2013 semester must contact your departmental coordinator. You must do this by 15 November 2013 to have your name printed in the commencement program.
– completing degree requirements at a time other than the fall 2013 semester and planning to attend Winter Commencement should indicate your intent to attend via www.secfac.wisc.edu/commence/. You must do this by 15 November 2013 to have your name printed in the commencement program.

SUMMER SESSIONS DEGREE CANDIDATES:
– who completed degree requirements during the summer 2013 sessions are welcome to participate in Winter Commencement. Summer degree candidates planning to attend Winter Commencement should indicate your intent to attend via www.secfac.wisc.edu/commence/. You must do this by 15 November 2013 to have your name printed in the commencement program.
GENERAL INFORMATION

CEREMONY AND PARKING
The UW-Madison Winter Commencement ceremony will be held in the Kohl Center, located at 601 West Dayton Street. No tickets are required for admission, and the ceremony is open to the public. Guest seating is on a first-come, first-served basis. Formal announcements may be purchased at the University Book Store. The ceremony will last approximately two hours. Most university parking lots will be available for commencement participant and guest parking. A map of available nearby parking lots will be included with caps and gowns when they are picked up at the University Book Store. A complimentary bus shuttle will be provided to transport participants and guests between Union South and the Kohl Center.

ATTENDANCE
Commencement is an occasion of celebration and achievement that has special significance for graduates and their families and friends, and although attendance is voluntary, the university encourages your participation.

PARTICIPANTS/GUESTS WITH DISABILITIES
Please contact the Office of the Secretary of the Faculty (call (608) 262-3958 or visit www.secfac.wisc.edu/commence/) if you or your guests need sign language interpreting, have questions about accessibility or need to make specific accommodation requests. Although captioning and sign language interpreting will be provided at the ceremony, telling us in advance will ensure that an adequate number of interpreters are present. We are happy to provide, upon request, accessible parking or other accommodations as needed. Such requests must be made no later than Friday, 13 December so that appropriate arrangements can be made.

Accessible parking is limited, and permits are available on a first-come, first-served basis. Please note that disabled plates and cards are NOT valid to secure space in lots reserved for accessible commencement parking. To reserve a parking permit, email visitor-parking@fpm.wisc.edu or call (608) 262-8683. No permit reservations will be taken after 13 December. Permits are limited to one per guest. Permits must be picked up between Monday, 9 December and Thursday, 19 December at the drive-through located at 21 N. Park Street. Drive-through hours of operation are 7:15 a.m. to 4:30 p.m. Monday through Friday. Guests who have reserved permits must show an ID to the customer service staff when they pick up the permits.

The drop-off location for elderly and disabled guests is on West Dayton Street in front of the Kohl Center and is approximately 250-300 feet from the entrance doors. Open-air electric vehicles will be available (unless severe weather precludes their use) to transport those individuals from the drop-off location, as well as from the lot designated for accessible parking, to the entrance of the Kohl Center. Wheelchair assistance will be available inside the facility.

Designated accessible seating for the elderly and for persons with disabilities will be available in the Kohl Center on a first-come, first-served basis. Due to limited space, we request that only one companion sit with each person with a disability in the accessible seating area. Inside the Gate A entrance, elevators are located to the left (near seating sections 103 and 104); inside the Gate B entrance, elevators are located immediately to the right. Seating areas for wheelchair users are located throughout the Kohl Center. Look for the entrances with the blue and white wheelchair access symbol. It is recommended that guests arrive 60 minutes prior to the start of the ceremony to locate accessible seating.
DIPLOMAS
Because it is not possible to process final grades and prepare degree lists in time to present diplomas at the commencement ceremony, diploma folders will be given to students during the ceremony. Students who do not attend the ceremony may obtain a diploma folder from the Office of the Registrar, 333 East Campus Mall, Suite 10101.

Diplomas are processed approximately eight to ten weeks after commencement and will be mailed to students’ home addresses, except for students with home addresses outside North America. In such cases, diplomas will be held in the Office of the Registrar until those students make arrangements to have their diplomas mailed.

PHOTOGRAPHS
Cameras and video recording devices are allowed in the Kohl Center during commencement. Spectators are not permitted access to the area where candidates are seated until after the ceremony. Professional photographers will take individual photographs of graduates as they receive their diploma folders and as they leave the platform. Instructions for receiving complimentary photographic proofs will be available on each degree candidate’s chair.

PROHIBITED ITEMS
All items brought into the Kohl Center are subject to search. For the safety and security of all Kohl Center guests, certain items are prohibited, including, but not limited to: coolers, cans, bottles, thermoses, backpacks, large bags, luggage, food or beverage items, banners, flags, signs, noise-makers, laser pointers, weapons, balloons, etc. Also, do not bring other items that detract from the significance of this occasion. Monitors on duty at the entrances will confiscate such items; do not cause embarrassment to yourself or others by being stopped at the entrance or risk being removed from the ceremony. Storage facilities are not available for checking prohibited items.

ALCOHOLIC BEVERAGES
We ask your cooperation with our efforts to conduct commencement in a way that reflects our pride in and respect for the accomplishments of the degree candidates, the support given by their families and friends, and the opportunities provided by the university. We want commencement to be a joyous occasion, but also one where dignity appropriately marks the respect we have for those who are being honored. For these reasons, possession and/or consumption of alcoholic beverages will not be tolerated.
Candidates should wear the academic attire appropriate to the degree to be conferred. Attire may be ordered on-line at https://collegegrad.herffjones.com/ beginning 3 September. Rental orders may also be made in person at the University Book Store, 711 State Street, beginning 15 October. Orders for caps, gowns and hoods should be made as early as possible. Rental orders will be taken through 15 November. Candidates eligible to wear an honors stole (see Honors) will be notified by their dean’s office and may obtain a stole from the University Book Store. Contact the book store at (608) 257-3784 with questions regarding the rental or purchase of academic attire.

Caps and Tassels
Candidates for the bachelor’s degree wear black mortarboard caps with tassels of their course color (see Academic Colors). Candidates for bachelor’s degrees wear the tassel on the right side of the cap until the degree has been conferred. Candidates for all higher degrees wear black mortarboard caps with black tassels on the left side.

Gowns
The bachelor’s gown has a closed front and long, pointed, open sleeves. The master’s gown has a closed front with long, closed sleeves. The doctor’s gown has an open front and large bell-shaped sleeves with three velvet bars (usually black, but sometimes in course colors). Marshals wear cardinal gowns with white bars.

Hoods
The bachelor’s hood is rather short with a narrow velvet edging and is worn only by candidates who previously received the baccalaureate degree. The master’s hood is considerably longer, has a wider velvet edging, and exposes more of the lining. Doctoral hoods have the widest velvet edging, wide panels at either side, greater length, and a fully exposed lining. To avoid wearing the hood inside out, make sure that the velvet facing of the hood is visible under the chin and lies flat over the shoulders. There is no hooding ceremony; candidates wear the hood throughout the commencement ceremony.

Honors
Bachelor’s degree candidates completing degree requirements in summer or fall 2013 and who are eligible for distinctive scholastic achievement wear cardinal stoles over the fronts of their gowns. Law degree candidates who have been awarded the Dean’s Academic Achievement Award are similarly distinguished by cardinal stoles. White stoles with cardinal bars distinguish bachelor’s degree candidates participating in an honors program.

Deans’ offices will notify students who are selected for honors. Only candidates who are completing degree requirements in summer or fall 2013 are eligible to wear stoles. Stoles may be obtained at the University Book Store. A deposit is required for use of the stole; the deposit will be refunded when the stole is returned after commencement.
ACADEMIC COLORS

UNDERGRADUATE DEGREE TASSELS

College of Letters and Science
- Applied Mathematics, Engineering and Physics: Yellow
- Arts (including Humanities, Letters): White
- Chemistry, Science: Golden Yellow
- Journalism: Crimson
- Music: Pink
- Social Work: Citron

College of Engineering
- Orange

College of Agricultural and Life Sciences
- Maize

School of Education
- Art, Art Education, Fine Arts: Brown
- Athletic Training, Dance, Kinesiology: Sage Green
- Education, Rehabilitation Psychology: Light Blue

School of Business
- Sapphire

School of Pharmacy
- Olive

School of Nursing
- Apricot

School of Human Ecology
- Maroon

GRADUATE AND PROFESSIONAL HOODS

Doctor of Audiology: Green
Doctor of Juridical Science: Purple
Juris Doctor: Purple
Doctor of Medicine: Green
Doctor of Musical Arts: Pink
Doctor of Nursing Practice: Apricot
Doctor of Pharmacy: Olive
Doctor of Philosophy: Blue
Doctor of Physical Therapy: Green
Doctor of Veterinary Medicine: Gray
Master of Accountancy: Sapphire
Master of Arts: White
Master of Business Administration: Sapphire
Master of Engineering: Orange
Master of Fine Arts: Brown
Master of International Public Affairs: Teal
Master of Laws: Purple
Master of Laws-Legal Institutions: Purple
Master of Music: Pink
Master of Physician Assistant Studies: Green
Master of Professional French Studies: White
Master of Public Affairs: Teal
Master of Public Health: Salmon Pink
Master of Science: Golden Yellow
Master of Science-Business: Sapphire
Master of Science-Engineering (all majors): Orange
Master of Social Work: Citron

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