

Due Friday, March 6th

Balance	
GPA	
Degree	
Honor	

Cap & Gown Form - Spring Commencement - Sunday, April 26th, 2015

Name:	First	Last Name	Student #:		
Address:			Apartment:		
City:	State:	_ Zip Code:			
Email:			Phone #:		
Last four	digits of your Social Se	curity #: XXX-XX	Program:		
Your Hei	ght (for the purpose of	graduation gown):			
Course Completion Date: Country of Origin					
C	ampus: Hialeah	South Training Ce	enter Distance Learning		
How many guests will be attending the Ceremony? (<u>To estimate seating</u>)					
-	C C		on fee of \$160.00 prior to participation. It is the /ou do not have an outstanding balance, please		
_	•	-	has already been paid in full.]		
l,		request to partic	ipate in the commencement ceremony		
schedule	d for April 26 th , 2015.	I have paid the graduat	tion fee as required to the Bursar's Office		
Receipt a	#Iam a	ware that I have an o	outstanding balance pending with Florida		

National University.

I understand that I will not be able to receive a final transcript, diploma, or certificate until I have paid my balance in full.

Student Signature:	Date:
PLEASE RETURN THIS FORM BY March 6 th , 2015.	Pick up sign:
Florida National University	Florida National University
Office of Student Services Room# 124	Office of Student Services Room# 225
4425 W. 20 Ave Hialeah, FL 33012	11865 S.W. 26st. Suite H-3 Miami, FL 33175
305-812-3333 Ext: 1040	305-226-9999 Ext: 1372



Photo and Video Release Form

I, grant Florida National University the right to				
take pictures/videos of me in connection with activities and/or events.				
I agree that Florida National University may use such pictures/videos of me for any lawful				
purpose, including for example publicity, illustration, advertising, social media, and Web				
content.				
By signing this form I acknowledge that I have read and understand the above. I hereby				
release Florida National University, its directors, officers, successors, etc. from any and all				
demands, claims and actions for the use of these pictures, videos, etc.				
Signature Last 4 digits SS #				
Printed Name				

Date		

Address



Commencement Ceremony Protocol and Guidelines

- 1. Graduates must register and sign in at the Registration table.
- 2. Graduates cannot arrive later than 10:00 a.m.
- 3. Once the graduates enter the waiting room purses or personal belongings are not allowed. FNU is not liable for any misplaced or stolen items.
- 4. Cell phones need to be kept in silent or in vibrate.
- 5. Graduates wanting to take graduation pictures the day of the ceremony need to arrive at 9:00 a.m. to allow enough time. Pictures will stop being taken at 11:00 a.m. No exceptions.
- 6. Once the graduates are assigned to their designated seating at the waiting room, they are expected to remain seated and to not switch chairs to keep the order of the procession.
- 7. Riverfront South is a Waiting Area where only Graduates, Staff and Faculty are allowed. Family members have to proceed directly to the Auditorium.
- 8. Graduates' attire must be cocktail / business attire. No jeans, flip-flops, sport shoes (sneakers) are considered appropriate.
- After 11:45am, entrance to the Auditorium for general public will be through the upper level only; main doors will be available for procession entrance and guests requiring seats in the ADA sitting area.
- 10. The ADA sitting area is exclusively reserved for Individuals with Disabilities.
- 11. Available seats in the ADA area are limited; therefore, if necessary, only one additional person per guest sitting in the ADA area will be allowed. All other guests should proceed to the general public area. Anyone requiring to be seated in the ADA area should arrive no later than 11:30am.
- 12. Please assist us by not interrupting the Ceremony.
 - I ______ agree to the terms and conditions above.

Name:

Date

Signature _____



Commencement Ceremony Protocol and Guidelines

ADA facilities

- 1. There is an ADA sitting area reserved for Individuals with Disabilities on the ground level of the Auditorium,
- 2. Available seats in the ADA area are limited; therefore, if necessary, only one additional person per guest sitting in the ADA area will be allowed. All other guests should proceed to the general public area. Anyone requiring to be seated in the ADA area should arrive no later than 11:30am.
- 3. Please assist us by not interrupting the Ceremony.
- For questions in regards to this protocol or any other details related to Graduation, please contact the Office of Student Services in Hialeah Campus 305-821-3333 ext. 1040, or South Campus 305-226-9999 ext. 1372.

Thank You



Spring 2015 Commencement Ceremony

Calendar

Ceremony will be on Sunday, April 26th, 2015 at 12:00pm At the James L. Knight International Center 400 S.E. Second Av. Miami FL 33131 Graduates need to arrive no later than 10:00 am

For students completing all Graduation requirements between October 23rd (End of Fall A 2014) and February 26th (End of Winter A 2015)

Deadlines:

-Turn in completed Cap & Gown Forms Friday, March 6th, 2015

 Graduation Fee Payment for Graduates with outstanding balance
President's Luncheon Additional seats Payment <u>Friday, March 27th, 2015</u>

***Please pay attention to these deadlines; we will make good-faith effort to contact you via email and/or by phone; however, following these procedures is responsibility of the Graduates.

***To guarantee we are able to reach you, please make sure you notify our office whether any changes in your contact information may occur.

> Graduation Rehearsal and Cap & Gowns give away Date and Location - <u>To Be Announced</u>



Dr. Maria Cristina Regueiro President of Florida National University Cordially invites you to the

President's Luncheon

At the Hyatt Regency Miami (On the lower level of the James L. Knight International Center) 400 S. E. Second Avenue Miami, FL 33131, USA On April 26th, 2014 At 2:30 PM (Right after Commencement Ceremony)

To R. S. N.P. Please return this form completed on or before March 6th, 2014

I will be attending the President's Luncheon. Please reserve _____ complimentary seats. (1 or 2)

I would also like to share this celebration with my friends and family. Please reserve _____ additional seats at \$34.00 each, for a total of \$

I understand that this reservation must be confirmed by Friday, March 6th, 2015 and any additional seats must be paid in full by Friday, March 27th , 2015.

Otherwise, it will not be included in the final seating for the luncheon.

Graduate's Full Name

Signature