



# Spring 2016 Commencement Ceremony Calendar

## **Ceremony will be on Sunday, April 17<sup>th</sup> 2016 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

**Beginning of Fall Term A 2015 Ending of Winter Term A 2016** 

## **Deadlines:**

-Turn in completed Cap & Gown Forms
Friday, March 11<sup>th</sup>, 2016

# Graduation Fee Payment for Graduates with outstanding balance President's Luncheon Additional seats Payment

Thursday, March 24th, 2016

\*\*\*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 the responsibility of the Graduate.

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



Office Use Only	
Balance	
GPA	
Degree	
Honor	

#### Cap & Gown Form- Spring Commencement 2016

Name:				
Last Name	First Name			
Last four digits of your social securit	y number: XXX-XX	_ Student #		
Email Address:				
Hialeah Campus South Camp	pusTraining Center	_Distance Learning		
Program:	Graduation Date:	Phone Number:		
Address:	Apartment:City:	State:Zip Code:		
How tall are you? (FT & IN.) Origin of Birth?				
I will be attending the <b>ceremony</b> withguests (For the purpose of estimating seating)				
I will be attending the <b>President's L</b>	uncheon. Please reserve 1	☐ or 2☐ free seats. Not going ☐		
I would also like to reserveadditional seats for my friends and family at \$35 each making the total \$				
I understand that this reservation red	quires payment in full by <b>Mar</b>	ch 18 <sup>th</sup> , 2016.		
[Students with an outstanding balance outstanding balance, please disregard t	, , ,	prior to participation. If you do not h	ave an	
	•	commencement ceremony schedu	led for	
April 17 <sup>th</sup> , 2016. I have paid the graduation fee as required to the Bursar's Office Receipt #				
I am aware that I have an outstandir	ng balance pending with Flori	da National University.		
understand that I will not be able to	receive a final transcript, diplo	oma or certificate until I have paid my		
palance in full.				
Student Signature:		Date:		

### PLEASE RETURN THIS FORM BY MARCH 11TH, 2016



## Photo and Video Release Form

l, gr	ant Florida National University the right to			
take pictures/videos of me in connection with ac	tivities and/or events.			
agree that Florida National University may use such pictures/videos of me for any lawful				
ourpose, including for example publicity, illustration, advertising, social media, and Web				
content.				
By signing this form I acknowledge that I have re	ad 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	e pictures, videos, etc.			
Signature	Last 4 digits SS #			
Printed Name				
Address				
Date				



## 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.
- 9. 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.

1a	agree to the terms and conditions above.		
Name:		Date	
Signature			



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## 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,
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- 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.