



Spring 2016 Commencement Ceremony
Calendar

***Ceremony will be on Sunday, April 17th 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 11th, 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.*



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 _____

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.

I _____ agree to the terms and conditions above.

Name: _____

Date

Signature _____



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.



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.
4. 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.