Office Use Only	
GRAD Fee Paid	
Student Balance	
GPA	
Degree	
Honor	
Received By:	
Received Date:	

ESL – Cap & Gown Form – Fall Commencement 2019

Name: _____ Student #: _____

Height (FT & IN): _____ Star Gown: _____ Cap: _____

Email: _____ Phone: (_____) _____ - _____

Address: _____ Apt: _____ City: _____ State: _____ Zip Code: _____

Country of Birth: _____

Program: _____ Graduation Date: _____

Campus: Hialeah Campus ☐ South Campus ☐ Training Center ☐ Online Learning ☐

Amount of Guests: _____ Special Seating Needed: YES ☐ NO ☐

[ESL Students willing to participate in the Commencement Ceremony must pay a $35.00 Graduation fee prior to participation. The final day to submit the payment would be Tuesday, November 12th, 2019.]

I, _____ request to participate in the commencement ceremony scheduled for November 17th, I have paid the graduation fee as required to the Bursar's Office. I am aware and understand that I **IF** I have an outstanding balance pending with Florida National University, *I will not be able to receive a final transcript, diploma or certificate until I have paid my balance in full.*

Student Signature: _____ Date: _____

ALL STUDENTS MUST PAY FOR THE GRADUATION FEE. FAILURE TO DO SO WILL RESULT IN YOU NOT BEING ELIGIBLE TO WALK IN THE COMMCENCEMENT CEREMONY.

THIS FORM NEEDS TO BE TURNED IN BEFORE OCTOBER 29TH, 2019 – ABSOLUTELY NO EXCEPTIONS!

Florida National University

Hialeah Campus
Office of Student Services Room #124
4425 W. 20th AVE Hialeah, FL 33012

South Campus
Office of Student Services Room #225
11865 S.W 26 St. Suite H-3 Miami, FL 33175

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Photography, Video and Speech Release Form

This entry form confirms the agreement between you and the Office of Student Services acknowledging that you may be photographed as a result of participating in this event.

For valuable consideration received, you hereby irrevocably grant the Office of Student Services/FNU perpetually, exclusively, and for all media throughout the world (including print, non-theatrical, home video, CD-ROM, internet and any other electronic medium presently in existence or invented in the future), the right to use and incorporate (alone or together with other materials), in whole or in part, photographs or video footage taken of you as a result of your participation as well as any speech made by you.

You hereby agree that you will not bring or consent to others bringing claim or action against Florida National University on grounds that anything contained in the Property, or in the advertising and publicity used in connection herewith, is defamatory, reflects adversely on you, violates any other right whatsoever, including, without limitation, rights of privacy and publicity. You hereby release Florida National University, its directors, officers, successors and assigns from and against any and all claims, demands, and actions causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that you may hereafter have against FNU with the Property.

This agreement shall not obligate the Office of Student Services/FNU to use the Property or use any of the rights granted hereunder, or to prepare, produce, exhibit, distribute, or exploit the Property.

The Office of Student Services/Florida National University shall have the right to assign its rights hereunder, without your consent in whole or part, to any person, firm, or corporation.

Participant Name: _____

Signature: _____ Date: _____

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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. 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.
6. Waiting Area where only Graduates, Staff and Faculty are allowed. Family members will not be allowed entry.
7. Graduates' attire must be cocktail / business attire. No jeans, flip-flops, sport shoes (sneakers) are considered appropriate.
8. After 11:00 AM, guests will be allowed entrance to the ceremony; doors will be closed until after procession.
9. The ADA sitting area is exclusively reserved for Individuals with Disabilities.
10. 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.
11. Please assist us by not interrupting the Ceremony.

I, _____ agree to the terms and conditions above.

Signature: _____ Date: _____

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STUDENT COPY

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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,
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.

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Fall 2019 Commencement Ceremony

Calendar

For students completing all Graduation requirements between
Spring Term B 2019 – April 25th, 2019
Summer Term A 2019 – June 20th, 2019
Summer Term B 2019 – August 15th, 2019
Fall Term A 2019 – October 24th, 2019

Ceremony will be on
Sunday, November 17th, 2019 at 12:00pm
At the Miami-Dade County Auditorium
2901 W Flagler St, Miami, FL 33135
Graduates need to arrive no later than 10:00 am

Deadlines:

-Turn in completed Cap & Gown Forms
By: Tuesday, October 29th, 2019

- Final day for Graduation fee payment
By: Tuesday, November 12th, 2019

******Please pay attention to these deadlines, following these procedures is the responsibility of the Graduate.***
******To guarantee we are able to reach you, please make sure you notify our office with any changes in your contact information that may occur.***

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