

# Commencement Checklist

## Commencement

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Aquinas College confers degrees twice a year – December and May. Commencement occurs once per year in May. Commencement for the 2019-2020 academic year **has been postponed until further notice due to the Coronavirus.**

*Graduation signifies the official completion of all degree requirements.  
Commencement is a ceremony. They are NOT the same thing.*

## Before Commencement

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- **Complete the Intent to Graduate Form.** The *Intent to Graduate Form* is required of all students planning to obtain a degree and acknowledgment of completion. Students who intend to complete their degrees in December 2019 and in May 2020 must meet with their academic advisor to complete the *Intent to Graduate Form* during the Fall 2019 semester.
- **Settle your student account.** Arrangements to meet all financial obligations to the College must be made before diplomas and/or transcripts will be released.
- **Order your academic regalia.** Candidates for graduation who intend to participate in Commencement are expected to wear academic regalia as distributed by the College. As Commencement is a formal ceremony, it is customary for laity to wear the academic gown over business attire and for Sisters to wear their mantels in lieu of the academic gown.

Candidates for graduation must place an order for academic regalia prior to March 6, 2020. Academic regalia will be delivered to Aquinas College and will be available for pick up prior to Commencement. A notification will be sent out regarding regalia pick up dates. Honor cords will be distributed at Commencement. *Important note: Students who do not place their order for academic regalia by the specified deadline may not be eligible to participate in Commencement.*

- **Diploma.** The name to appear on the diploma is exactly as stated on the student's *Intent to Graduate Form*. Diplomas will be presented at Commencement to candidates for graduation who have completed all degree requirements, whose *Intent to Graduate Form* has been finalized in the Office of the Registrar, and who have met all financial obligations to Aquinas College. For those who do not participate in Commencement or finish their coursework after Commencement, diplomas may be mailed or picked up in the Office of Academics per the preference indicated on the student's *Intent to Graduate Form*.  
*NOTE: Please contact the Office of Academics for any mailing address changes. Aquinas College cannot accept responsibility for diplomas lost in the U.S. Mail system.*
- **Announcements, Rings, and Diploma Frames.** You may order your announcements on-line at [www.herffjones.com/college](http://www.herffjones.com/college) until March 6, 2019. Click on the "Announcements" box, and then click on "Order Announcements" from the list. Orders for Aquinas College will be accessible from a drop down menu on the following page.

Announcements are not invitations; therefore, they are manufactured and shipped 10-14 days prior to Commencement. The announcements will have your name and degree printed inside. You may also order college rings on-line at [www.herffjones.com/collegelrings](http://www.herffjones.com/collegelrings) and diploma frames at [www.collegiateframes.com](http://www.collegiateframes.com). Choose Aquinas College from the drop down menu and follow the instructions from there. Please note that announcements, rings, and diploma frames are individual purchases and payment will be expected when placing these orders.

## At Commencement

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- **Arrive early at the Venue.** Candidates for graduation will need to arrive by 9:15 a.m. Guests should arrive at least thirty minutes before the ceremony begins. The procession will begin promptly at the appointed time.
- **Wear appropriate academic attire.** All bachelor degree candidates will wear their gown, cap with tassel, and hood; plus honor cords, if provided to candidate during line up. All master degree candidates will wear their gown and cap with tassel. Master degree candidates will carry their hoods in order to be hooded during the ceremony. The academic regalia should be free of any adornments.
- **Don't bring personal items.** Please do not bring purses or other personal items. Students are asked not to carry anything in the ceremony, with the exception of master degree candidates who will carry their hood over their left arm during the procession. There is no place to check or store purses, coats, or other personal items. Also, childcare is not provided at this ceremony. Children are not permitted to process with, recess with, nor be seated with candidates for graduation.
- **Follow the order of the processional.** The standard order of procession is as follows. The Bachelor of Arts candidates will lead the procession followed by the Master of Education, the Master of Arts in Teaching: Elementary, the Master of Arts in Teaching: Secondary, the Bachelor of Science in Interdisciplinary Studies, the Bachelor of Science in English, and the Bachelor of Science in History degree candidates.
- **Be respectful.** Families of the candidates will be asked to stand as the candidate's name is called. In essence of time and so that each candidate's name will be clearly heard, please hold all applause until the end of the conferring of degrees.
- **Move your tassel.** At the beginning of commencement, tassels are worn on the right. Upon direction from the podium, the tassel is moved to the left.

## After Commencement

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- **Commencement Program.** Please be sure to take your Commencement program from your chair when you leave. It is one of the keepsakes which commemorates your academic achievement.
- **Diplomas.** Candidates for graduation will receive their diplomas during Commencement. If the actual diploma is not in the diploma cover, the graduating student will receive a message within the diploma cover explaining the issue with the diploma. If for some reason the diploma you receive is incorrect, please notify the Assistant to the Vice President for Academics immediately following the ceremony.