Commencement Ceremonies Checklist

Before the Commencement Ceremonies

- **Settle your student account.** The graduation fee of $125 is mandatory for all candidates for graduation and is non-refundable; therefore, not subject to refund or reduction should the student fail to meet graduation requirements or decide not to attend the Commencement Ceremonies. This comprehensive fee covers the cost of a diploma, diploma cover, and regalia, and will be added to the student’s account prior to the final semester. Students whose accounts are not paid in full by the final payment plan deadline will not be eligible to participate in the Commencement Ceremonies. The final payment plan deadline for those who anticipate graduating in December 2014 is November 15, 2014. The final payment plan deadline for those who anticipate graduating in May 2015 or August 2015 is April 1, 2015. NOTE: 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 must order academic regalia online by the specified deadline. Candidates for graduation may place orders for academic regalia at www.herffjones.com/college/graduation beginning September 2, 2014. The deadline to order academic regalia for those who anticipate graduating in December 2014 is November 15, 2014. The deadline to order academic regalia for those who anticipate graduating in May 2015 or August 2015 is March 6, 2015. Step-by-step instructions to order regalia are available on the Aquinas College website and in the Office of Academics. Important note: Students who do not order their academic regalia by the specified deadline will not be eligible to participate in the Commencement Ceremonies.

Once an academic regalia order is placed it will be deemed final and no exceptions will be made. Academic regalia will be delivered to Aquinas College and will be available for pick up at graduation practice on Friday, May 8, 2015. Please note: Honor cords are distributed immediately prior to the Commencement Ceremony.
• **Order your tickets.** Each participating graduation candidate is guaranteed to receive six guest tickets. Graduation candidates participating in the Commencement Ceremony will not need tickets for themselves. To request up to six additional tickets, you will be required to complete a Request for Tickets form and return it to the Assistant to the Vice President for Academics no later than February 20, 2015. Please be advised that additional tickets are not guaranteed. Requests for additional tickets will not be accepted after the deadline.

• **Diploma.** The name to appear on the diploma is exactly as stated on his/her Intent to Graduate Form. Diplomas will be presented at the May Commencement Ceremony to candidates for graduation who have completed their coursework, whose Intent to Graduate Form has been finalized in the Office of the Registrar, and who have met all financial obligations to Aquinas College. Students not participating in the May Commencement Ceremony or students who finish their coursework following the May Commencement Ceremony may either request that the diploma be mailed as directed or may pick up the diploma in the Office of Academics. NOTE: Please contact the Office of Academics for any mailing address changes after completion of the Intent to Graduate Form.

• **Attend the Graduation Practice.** Graduation practice will be held on Friday, May 8, 2015. A luncheon will be provided by the Office of Alumni after the practice in honor of the 2014-2015 graduation candidates.

• **Announcements, Rings, and Diploma Frames.** You may order your announcements, rings, and diploma frames on-line at www.herffjones.com/college from September 2, 2014 through February 20, 2015. 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 Baccalaureate Mass, Awards and Pinning Ceremony

• **Arrive early at the Church.** Both students and guests should arrive at least 30 minutes before the ceremony begins. Graduating students will be notified where to report. Administrative Assistants from each School will then assist candidates in lining up. The procession will begin promptly at the appointed time.

• **Parking.** Parking is available on the premises.

• **Wear appropriate academic attire.** Associate of Science in Nursing candidates will wear white nursing uniforms. A.S.N. students who received degrees in December will wear their academic gowns and collars. All other graduating candidates will wear gowns only, no academic hoods, caps, or any honor cords.

• **Don't bring personal items.** Please do not bring purses or other personal items. Students are asked not to carry anything except the program given to them by their Administrative Assistant. 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 during the ceremony.

• **Follow the order of the processional.** The Associate of Science in Nursing candidates to be pinned will lead the procession, followed by the Bachelor of Arts, the Associate of Arts, the Master of Science in Nursing, the Bachelor of Science in Nursing, the Associate of Science in Nursing candidates who were pinned in December, the Master of Education, the Bachelor of Science in Interdisciplinary Studies, the Bachelor of Science in English, the Bachelor of Science in History, the Education Licensure Tracks, and the Bachelor of Business Administration degree candidates.
At the Commencement Ceremony

- **Arrive early at the War Memorial Auditorium.** Both students and guests should arrive at least one hour before the ceremony begins. All graduating students should report and line up in the office area located in the lower level of the War Memorial Auditorium. The elevator and staircase for the lower level are to the left upon entering the foyer. Administrative Assistants from each School will then assist candidates in lining up. The procession will begin promptly at the appointed time.

- **Wear appropriate academic attire.** All associate degree candidates will wear their gown, cap with tassel, collar, and honor cords. All bachelor degree candidates and Education Licensure Track participants will wear their gown, cap with tassel, hood, and honor cords. All master degree candidates will wear their gown, cap with tassel, and honor cords. Master degree candidates will carry their hoods in order to be hooded during the ceremony. The academic regalia should be free of any adornments unless presented to the candidates by a College representative at the ceremony.

- **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 right arm as they process into the auditorium. 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 during the ceremony.

- **Follow the order of the processional.** The Bachelor of Arts candidates will lead the procession followed by the Associate of Arts, the Master of Science in Nursing, the Bachelor of Science in Nursing, the Associate of Science in Nursing, the Master of Education, the Bachelor of Science in Interdisciplinary Studies, the Bachelor of Science in English, the Bachelor of Science in History, the Education Licensure Tracks, and the Bachelor of Business Administration 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 the Commencement Ceremonies

- **Take the commencement program from your chair when you leave.**
  Commencement programs will be placed on the graduates’ chairs.

- **Diplomas.** Candidates for graduation will receive their diplomas during the Commencement Ceremony. If the actual diploma is not in the diploma cover, the candidate for graduation will receive their diploma in the mail after it is determined that their graduation requirements have been met. If for some reason the diploma you received is incorrect, please contact the Assistant to the Vice President for Academics immediately following the ceremony or at 615-297-7545 ext. 449 in order to be corrected in a timely manner.

- **Access your graduation photos.** Arrangements have been made with a professional photographer to record the moment students cross the stage. Students may view and download pictures online sometime after the Commencement Ceremony. Downloaded photos are free of charge. Please note: If you do not want your photo taken please advise the Assistant to the Vice President for Academics before May 10. Any photos taken of these individuals will be identified after the event and will not be made available online. If you supply your personal email address to the Assistant to the Vice President for Academics a notification will be sent out when the photos are available and how to access them.