

## Undergraduate Commencement Ceremony Instructions!

July 6, 2015

Dear Graduation Candidate:

The University of Denver Summer Commencement will be held on Graduation Green—the lawn between University Hall, the Daniels College of Business and Margery Reed Hall. Commencement will take place on Friday, August 14, 2015 at 8:30 a.m. and will last approximately two hours. Participation is optional. Students participating in the commencement ceremonies are required to wear the University of Denver's designated academic regalia of cap and gown. Following the commencement ceremony, a reception will be held for graduating students and their guests. Tickets for commencement are not necessary; seating is available on a first-come, first-served basis.

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**What:** Summer Commencement Ceremony.

**Who:** Graduates of Summer 2015.

**When:** Friday, August 14, 2015.

**Where:** Graduation Green

**Time:** The Commencement Ceremony begins at 8:30 a.m.

- **Report to the Ritchie Circle Lawn (also known as Warren Circle)—the circular lawn just east of the Mary Reed Building, south of University Hall, and west of University Blvd, NO LATER THAN 8:00 a.m.**
- Members of the audience must be seated by 8:00 a.m. No tickets are necessary. No seating will take place during the procession.
- A reception will be held immediately following the ceremony for graduating students and guests.

**Attire:** All participants are required to wear the appropriate academic regalia.

*In case of inclement weather, the Commencement Ceremony will be held in the Hamilton Gymnasium at the Daniel L. Ritchie Center. Additional information will be available online at [www.du.edu/commencement](http://www.du.edu/commencement).*

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### IMPORTANT ADDITIONAL INSTRUCTIONS FOLLOW:

**Please note:** This letter does not certify clearance for graduation. Candidates for degrees are responsible for successful completion of work in progress, removal of Incomplete grades and clearance of any other academic issues affecting graduation. Graduating students are not excused from classes or final examinations.

The following information is listed on the next page... **PLEASE READ!!!!**

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| ✓ Cap and Gown Rental – <b>CASH ONLY!!</b> | ✓ Class Rings and Announcements for Graduation      |
| ✓ Ceremony Procedures and Conduct          | ✓ Financial Aid and Bursar's Office Exit Interviews |
| ✓ Diploma Case/Diploma                     | ✓ Post-Graduation Plans                             |

## Cap and Gown Rental

When: Wednesday, August 12<sup>th</sup>.

Where: Suite 1864, Driscoll Center North.

Time: 9:00 a.m. - 5:30 p.m.

Cost: Bachelor (cap, gown, stole, tassel): \$46.00 (includes sales tax).

Cap and gown rentals on Thursday, August 13<sup>th</sup>, from 3:00 p.m. to 5:00 p.m. have been reserved for emergencies and for out-of-town students only. Students are encouraged to acquire their regalia on Wednesday, August 12<sup>th</sup>. In an effort to keep rental cost of regalia at a minimum, **payment must be made in cash**. Checks and credit cards will not be accepted. Graduates are welcome to keep their mortarboards and tassels as souvenirs. Persons interested in purchasing regalia, please contact the Willsie Company representative, Diane Phillips, at 720.273.7729.

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## Ceremony Procedures & Conduct

Participants should report in cap and gown to Ritchie Circle Lawn no later than 8:00 a.m. on Friday, August 14, 2015. Locate the sign indicating your degree. Degree candidates should leave bags, purses and other belongings with a friend or family member attending the ceremony. We do not have secure area in which these items may be stored during the ceremony. You will be given a card with your name, which you will later hand to the reader as you walk on the platform. Please indicate phonetic pronunciation of difficult names on the card. Each group is arranged in alphabetical order, as the names of students will be read. You will proceed across the platform to be greeted by the chancellor and to receive a diploma cover. The tassel on your cap is worn on the right front side until the degree is conferred. Gentlemen should remove their caps during the national anthem and invocation.

Commencement is a formal ceremony in which the University honors its graduates. It is considered inappropriate for food or alcoholic beverages to be present. We expect that students will fully comply with the University's *Code of Student Conduct*. Disturbances to the ceremony will not be tolerated. Any individual involved in disruptive actions will be removed from the ceremony and any interference will be appropriately handled through the Office of Citizenship and Community Standards. Out of respect for other graduates and members of the audience, degree candidates are expected to remain seated throughout the ceremony and until the platform party exits during the recessional.

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## Diploma Case/Diploma

Diploma cases will be handed to degree candidates as they cross the stage during the ceremony.

**It is very important that you verify your mailing address and hold status** at <http://pioneerweb.du.edu>. Any past due obligations (parking tickets, library fines, tuition accounts past due, exit interviews for loans, et cetera) will hold your diploma. Your current address information and hold status may be viewed by clicking on the "Student" tab. Your diploma and an unofficial transcript will be mailed eight to ten weeks after graduation.

Your diploma will be mailed to your current mailing address. If you would like your diploma mailed to a separate, temporary address, please email [registrar@du.edu](mailto:registrar@du.edu) with a subject line of *Diploma Mailing Address*.

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## Class Rings and Announcements for Graduation

Information regarding the purchase of graduation announcements and class rings is available through the University Bookstore. Please Direct questions concerning these items to the Bookstore at 303.871.3251.

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## Financial Aid and Bursar's Office Exit Interviews

Graduating students who have borrowed a Federal Direct or Stafford loan while attending the University of Denver are required to complete exit counseling online at [www.StudentLoans.gov](http://www.StudentLoans.gov).

Graduating students who have borrowed a federal Perkins loan at DU are required to schedule an exit interview with the Bursar's Office. Phone contact: 303.871.4901.

Stafford loan exit counseling is separate from Perkins loan exit counseling and completing one exit interview does not satisfy the requirement of the other.

Both the Office of Financial Aid and the Bursar's Office will send detailed information.