Commencement Ceremony Instructions

February 22, 2016

Dear Graduation Candidate:

The University of Denver Spring Commencement will be held in the Magness Arena of the Daniel L. Ritchie Center, located on the University Park Campus at Buchtel Boulevard and South University Boulevard. Commencement will take place on Saturday, June 4, 2016 at 9:30 a.m., and will last approximately two and a half 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, weather permitting, outside of the Daniel L. Ritchie Center.

What: Undergraduate Spring Commencement Ceremony.
When: Saturday, June 4, 2016.
Where: Magness Arena at the DU Ritchie Center.
Time: The Commencement Ceremony begins at 9:30 a.m.
  • Report to Hamilton Gymnasium NO LATER THAN 8:30 a.m. Entry will be permitted through the west doors only (across from the Peter Barton Lacrosse Stadium).
  • Members of the audience should be seated by 9:15 a.m. No seating will take place during the procession.
  • Academic Procession begins at 9:30 a.m.
  • 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.

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 second page…PLEASE READ!!!!

✓ Cap and Gown Rental – CASH ONLY!!
✓ Ceremony Procedures and Conduct
✓ Distribution of Tickets for Guests
✓ Diploma Case/Diploma
✓ Class Rings and Announcements for Graduation
✓ Financial Aid and Bursar’s Office Exit Interviews
✓ Post-Graduation Plans

Graduation information is also available at: http://www.du.edu/commencement

Tickets are required for all guests over the age of two.
Cap and Gown Rental
When: Wednesday, June 1 and Thursday, June 2
Where: Daniel L. Ritchie Center, Hamilton Gymnasium
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 Friday, June 3, from 10:00 a.m. to 12:00 p.m. have been reserved for emergencies and for out-of-town students only. 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. All gowns must be returned to tables in Hamilton Gymnasium immediately after commencement. Graduates are welcome to keep their mortarboards and tassels as souvenirs. Persons interested in purchasing regalia, please contact the Willise Company representative, Diane Phillips, at 720.273.7729.

Honor cords from University-approved honors organizations are the only adornments permitted with academic regalia.

Distribution of Tickets for Guests
Tickets for guests will be distributed at cap and gown rental. Five tickets will be allocated to each graduate requesting five. Additional tickets will be distributed as available. In nearly all cases, we are very happy and able to accommodate students’ additional ticket needs, so if you wish to invite more than five friends and family members, you may do so.

Ceremony Procedures & Conduct
Participants should report in cap and gown to Hamilton Gymnasium no later than 8:30 a.m. on Saturday, June 4, 2016. Leave bags, purses and other large items with friends or family. We do not have a secure place for you to store any items you bring with you, so please plan ahead. Locate the sign indicating your school and degree. 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 case. 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.

Diploma Cover/Diploma
Diploma cover 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, etc.) 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 six to eight weeks after graduation.

Your diploma will be mailed to your current mailing address.

Class Rings and Announcements for Graduation
Information regarding the purchase of graduation announcements, diploma frames, and class rings is available through the University Bookstore. Direct questions concerning these items to the Bookstore at 303.871.3251.

Financial Aid and Bursar’s Office Exit Interviews
Graduating students who have borrowed a Federal Direct or Direct loan while attending the University of Denver are required to complete exit counseling online at 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. The Bursar’s Office can be reached at 303.871.4901.

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

Post-Graduation Plans
The U. S. Department of Education requires the University of Denver to gather information on the plans of its graduates. At the time you receive your cap and gown, you will be asked to complete a form on employment and/or graduate school plans. If you are not participating in commencement, please complete the survey online.