

COMMENCEMENT CEREMONIES 2009
JUNE 6, 2009



INFORMATION SHEET

Congratulations! A review of your academic records indicates that **you are eligible** to participate in The National Hispanic University Commencement Ceremony on June 6, 2009. This joyous occasion will be followed by a reception. The Commencement Ceremony is one of the most important events of the year – it is a special opportunity to spotlight you, the graduate!

What do I do before the graduation?

- 1. Petition to Graduate Form:** If you have not done so already, submit a Petition to Graduate Form ASAP to your academic advisor. *Questions Contact: Pamela Bustillo 408-273-2696 or Carmela Hernandez at 408-273-2772.*
- 2. \$50.00 Graduation Fee:** This fee is paid by all undergraduate (certificate fee \$25). It covers the administrative cost to process your diploma/certificate. You may pay once all graduation requirements are complete. Please pay this fee at the Bursar's Office. *Contact: Carmela Hernandez 408-273-2772. chernandez@nhu.edu*
- 3. Caps & Gowns:** You can pick-up your cap & gown a week before graduation at the front desk 1st floor Student Services. The cap & gown package includes: cap, gown, and tassel. The cost of purchasing the gown is \$25.00 plus tax.(this includes cap, & tassel), payable at the Bursar's Office prior to gown pick-up. *To order please contact: Carmela Hernandez @ (408) 273-2772 or chernandez@nhu.edu, just need to inform of height and weight, for correct gown size, no later than April 10, 2009. **RECEIPT IS REQUIRED!***
- 4. Graduation Program:** Names of all graduates appear in the graduation program in alphabetical order. If you have not confirmed your attendance and name with the Registrar already, contact us! Let us know if you do not want your name to appear in the program. **Please confirm by 5/7/2009.** *Contact: Pamela Bustillo 408-273-2696, pbustil@nhu.edu or Carmela Hernandez at 408-273-2772, chernandez@nhu.edu.*
- 5. Graduation Announcements/Invitations:** You can order personalized announcements and invitations in English or Spanish directly from Jostens. Announcements will be available online by March 23, 09. <http://www.jostens.com/> or call Jostens consumer contact line at 1-800-854-7464 Monday-Friday 8am-5pm.
- 6. Rings:** You can order class rings directly from Jostens. Please visit their website at www.jostens.com and look for the NHU page or contact the NHU Jostens' representative Annette Frank 1-800-854-7464 EXT. (56594) or e-mail annette.frank@jostens.com or call Jostens consumer contact line at 1-800-854-7464 Monday-Friday 8am-5pm.
- 7. Rehearsal:** It is very important that you attend the rehearsal. This will be held on Thursday, **June 4th at 4:30pm** in the Auditorium. Plan to attend! *Contact: Pamela Bustillo 408-273-2696, pbustil@nhu.edu or Carmela Hernandez at 408-273-2772, chernandez@nhu.edu*

8. **Acknowledgment of Appreciation (Optional):** Students will have the opportunity to give a **15 second** acknowledgement on graduation day to those whom they would like to thank. It will be read by the MC of the graduation program. If you would like to take advantage of this opportunity, please turn in your acknowledgement via email to Carmela Hernandez by **4/24/09** chernandez@nhu.edu.
9. **Quotes for the Graduation Program (Optional):** The graduation committee would like to include student quotes of their NHU experience. (Please keep to a 2 sentence maximum) Please submit via electronically to chernandez@nhu.edu or pestrada@nhu.edu no later than Thursday, **April 30, 2009**.
10. **Save the Date:** Graduate Breakfast on Friday, May 29, 2009 at 9:00 a.m. in the NHU, library. Additional information forthcoming.

What do I do on the day of graduation?

1. **Robing Room: You must report to the Library, in regalia no later than 9:00am!** Gowns, etc. not already picked up will be here. Ushers will help with the regalia, completing your identification card (to be announced as you walk across the stage), lining up in order for group photos, and then filing out to the ceremonies. Refreshments will be available! *Contact: Carmela Hernandez 408-273-2772, Lola Paz 408-273-2770.*
2. **Commencement Day Schedule:**

8:45-9:15am	Graduates Robe & get ready	10:00-12pm	Commencement Ceremonies
9:15am	Group photo session –location TBD	12pm	Reception
3. **Have fun and enjoy the day!**

What do I do after graduation?

1. **Diplomas:** You must submit a Conferral of Degree Form available at Student Services in order to process your degree/certificate and order your diploma/certificate. Submit this form to your academic advisor **once you complete ALL program requirements**. Your advisor will then submit this form to the Office of the Registrar and your diploma will be ordered. You will be contacted once the Office of the Registrar receives your diploma. This takes at least six weeks. *Contact: Lola Paz 408-273-2770, Pamela Bustillo 408-273-2696.*

General Questions:

Any questions about graduation can be addressed to: **Pamela Bustillo 408-273-2696, pbustil@nhu.edu** or **Carmela Hernandez at 408-273-2772, chernandez@nhu.edu**.

Note: Commencement ceremonies will be held at The National Hispanic University.

¡Felicidades! Congratulations!