

HNU COMMENCEMENT GUIDE

COMMENCEMENT CHECKLIST



APPLY TO GRADUATE

Submitting the Application to Graduate Form signals to the Registrar's Office your intention to graduate and initiates the process of reviewing your candidacy for degree completion. The Application to Graduate Form also includes your RSVP for participating in the commencement ceremony. Applications are available online at www.hnu.edu/src/registrar/forms.



RECEIVE CONFIRMATION OF ELIGIBILITY

The Registrar's Office will email Preliminary Graduation Checks, which will confirm whether you are in the process of completing your final requirements this semester, or whether you will still have requirements outstanding after this semester. The email will also indicate whether you are eligible to participate in Commencement ceremonies, and include your preliminary honors status (subject to change after all grades are final).



ORDER YOUR COMMENCEMENT ATTIRE

Commencement attire - consisting of a cap, gown, tassel, degree-specific hood (or stole for credential and certificate students), and stole of gratitude - must be placed online at www.herffjones.com/college/hnu. The cost of your attire is covered by your graduation fee. Attire will be available for pick up in the HNU Bookstore.



PAY YOUR BILL

Log in to Student Account Center and review your bill. Pay the balance due no later than **May 1**.



ATTEND COMMENCEMENT REHEARSAL

The mandatory rehearsal will provide necessary information for the ceremony. During this time, you will also be providing the phonetic pronunciation of your name and receive parking permits for commencement weekend.

IMPORTANT DATES AND DEADLINES

December 1	Application to Graduate form due for May graduates
March 1	Deadline to RSVP to participate in the ceremony Your RSVP was included in your Application to Graduate Form. Any changes must be submitted to Casey LaBarbera labarbera@hnu.edu by this deadline.
March 23	Individual graduation pictures
March 25	Commencement attire orders due online by 9pm PST
April 29	Commencement attire available for pickup in the HNU bookstore
May 1	Student account payment deadline
May 1	Deadline for completing financial aid exit counseling
May 8	Rehearsal at 6pm in the Corrigan Courtyard for all students planning to participate in the ceremonies
May 10	Commencement Mass at 4:00pm in the McLean Chapel
May 10	Commencement for Graduate Students (master's degree, credential and certificate) at 6:30pm in the Corrigan Courtyard
May 11	Commencement for Undergraduate Students at 4:30pm in the Corrigan Courtyard

PREPARING FOR COMMENCEMENT

Registrar's Office

The Registrar's Office will review the academic records of all students who file the Application to Graduate form early in the spring semester. Each candidate will receive via HNU email a Preliminary Graduation Check, indicating which degree requirements are completed, in progress, and outstanding. This email will also indicate if the candidate is academically eligible to participate in Commencement ceremonies. Preliminary Graduation Checks for some graduate programs will be deferred until mid-semester, once graduate advisors are able to determine the progress toward completion of clinical hours, theses, or culminating projects.

When is the deadline for completing all requirements and submitting all documentation for my degree?

Degrees are conferred three times per year, in December, May, and August. The final deadlines for the Registrar's Office to receive all documentation, such as transcripts from other schools, substitution or waiver forms, or any other items outstanding to satisfy final requirements for your degree at HNU are as follows: for December candidates, the following January 15; for May candidates, May 26; for August candidates, August 31. If documentation is received after the deadline, we will evaluate your academic record for possible conferral during the next conferral date.

Financial Aid

What is exit counseling?

It is a required process for every student who borrowed federal student loans. This process will help you with proper repayment management and help you understand your rights and responsibilities as a loan borrower. You will learn how you can consolidate your loans and the consequences of defaulting on payments.

Who needs to complete exit counseling?

Any student who graduates, drops below half-time registration, or otherwise stops attending (even if you plan to transfer to another school) who has received a federal student loan at ANY point during college including Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, or has received a Teacher Education Assistance for College & Higher Education (TEACH) Grant.

Where do I complete exit counseling?

Exit counseling can be completed online at www.studentloans.gov.

What happens if I don't complete my exit counseling?

Exit counseling must be completed by May 1 in order to participate in any of the Commencement ceremonies. Additionally, your account at Holy Names University will be placed on hold if you were required to complete exit counseling and did not. This may result in being unable to receive transcripts or register for courses if you return to HNU.

Student Accounts

Your student account must be paid in full by May 1 in order to participate in any of the Commencement ceremonies. Review your account online at the Student Account Center (paper billing statements will not be mailed.) You will receive a preliminary status update via email from Student Accounts regarding your eligibility to participate in Commencement during the week of April 8. You will receive a final status update from Student Accounts by May 6. Per university policy, your diploma and transcripts will not be released until your student account balance is paid in full.

COMMENCEMENT DETAILS

Events

Commencement Rehearsal - May 8, 2019

All students participating in the commencement ceremony must attend a mandatory rehearsal. You must pay a graduation fee whether or not you participate in the ceremony. Rehearsal for all graduating students will be held on Wednesday, May 8, 2019 at 6:00 PM. Check-in will begin at 5:00 PM in front of the Library. Graduates unable to attend rehearsal due to distance challenges need to [contact Sister Carol Sellman before May 7](mailto:sellman@hnu.edu) (sellman@hnu.edu or 510-436-1265). During the rehearsal we will walk through the ceremonies, discuss line-up procedures for Commencement, complete cards with the phonetic pronunciation of your name, distribute parking permits, and answer any last minute questions.

Commencement Mass - May 10, 2019

The Catholic Mass is planned in part by members of the graduating class and much care is taken to include the diverse religious traditions present on campus. Academic gowns and hoods are worn for the Mass. Participation in the Mass is encouraged but optional.

Commencement Ceremonies - May 10 and 11, 2019

The Commencement ceremonies take place on the lawn of the Corrigan Courtyard. In case of rain or inclement weather, the Tobin Gym will be the "rain site" for Commencement. If this is the case, special tickets will be issued as attendance will be limited.

Commencement Attire

Students must order their commencement attire online at www.herffjones.com/college/hnu. (Website will open on January 1, 2019.) Your graduation fee (charged to your student account when you submitted your Application to Graduate) covers the cost of the attire. All orders must be placed by March 25 at 9pm PST. Commencement attire is required to participate in the commencement ceremony. Afterwards, it is yours to keep! After placing your order online, all attire will be delivered to the HNU bookstore and available for pick up beginning May 1.

Tickets

We do not distribute individual tickets for the Commencement ceremonies. In order to ensure there is enough seating for our guests, all cars will need to display a special parking permit during Commencement weekend. Each student will receive 2 parking permits for on-campus parking, which will be distributed at Commencement rehearsal.

Parking

On-campus parking during Commencement weekend will require a special parking permit, which will be distributed during Commencement rehearsal. For the Saturday ceremony, HNU also offers off-campus parking nearby for cars without permits. Shuttles will be available to pick up guests and shuttle them to and from campus.

Pictures

A professional photographer will be on campus on **Saturday, March 23 between 10 a.m. and 3 p.m.** in the Founders Classroom to take individual formal pictures of students who are graduating. Commencement attire will be provided for individual pictures. Students can sign up for pictures at www.calendly.com/hnugraduationphotos/signup.

Additional pictures will be taken at the Commencement ceremony. Students will receive email proofs afterwards, with options for ordering.

Announcements

Optional announcements are available for purchase from Herff Jones: www.herffjones.com/college/hnu. Generic announcements are available for purchase in the HNU bookstore. We recommend you wait to order announcements until receiving your confirmation of eligibility from the Registrar's Office.

QUESTIONS

Academic Questions	Registrar's Office	registrar@hnu.edu	510-436-1133
Ceremony Questions	Casey LaBarbera	labarbera@hnu.edu	510-436-1144
Student Accounts	Liz Aswegan	aswegan@hnu.edu	510-436-1425
Financial Aid	Financial Aid Office	financialaid@hnu.edu	510-436-1327