



2022  
Commencement  
Ceremony  
Packet

Office of Student Affairs

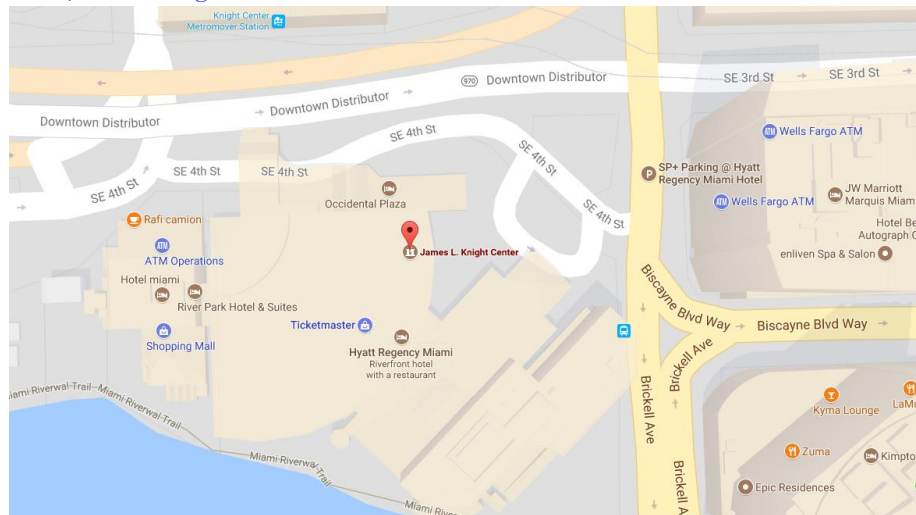


Dear AU Graduate,

Congratulations on achieving your academic goals. We are proud of you! Earning your degree is a milestone that deserves recognition. It is time to gear up for participation in the 2022 Commencement Ceremony. Carefully review the information provided in this packet.

## 2022 Albizu University Commencement Ceremony

- Commencement is scheduled for Friday, October 7, 2022. The event will be held at the **James L. Knight Center, 400 S.E. 2<sup>nd</sup> Avenue, Miami, FL 33131**. At 10:00 AM For directions, see [Navigate to AU Commencement](#) or call (305) 416-5970.



- The ceremony will begin promptly at **10:00 A.M.** Please observe the following operational conventions:
  - All graduates must be present at the James L. Knight Center no later than 8:15 a.m. wearing the graduation regalia and with their name cards in hand. Name cards will be distributed at commencement.
  - **Please arrive by 8:15 AM.** Consequently, if you are not on time, you will not be able to participate in the commencement ceremony.

## Cap and Gown Ordering / Pickup Date

Graduates can now order regalia online!

- **Online:** Order your regalia online at [herff.ly/albizu](https://herff.ly/albizu) and have your regalia shipped directly to the address you provided
- Herff Jones accepts VISA, MasterCard, Discover or American Express as forms of payment.
- All orders will be shipped to your home
- **Online order deadline – August, 30<sup>th</sup>, 2022**
- Deliver Date by September 24, 2022

## Tickets

- Tickets are required in electronic format to attend Commencement. eTickets are limited to ten guests per graduate. Students are therefore highly encouraged to invite family, friends, mentors, and supporters who have contributed to their academic achievement. See below the Commencement Ceremony RSVP link
  - [2022 Commencement Ceremony RSVP \(smartsheet.com\)](https://www.eventbrite.com/).
- Go to <https://www.eventbrite.com/> for your guests e-tickets

## Graduation Photos

- Your official graduation photos will be taken on the day of the commencement ceremony by Grad Images. More information will be sent to your email about photos and packages available by **Grad Images** after the commencement ceremony. Please ensure the information you list on your name card is up to date and legible.

## Cap & Gown Pricing and Packages

Regalia fees can be found on the Herff Jones website at [herff.ly/albizu](https://herff.ly/albizu)

Please note:

- Bachelor's and Master's graduates retain ownership of the regalia.
- Doctoral graduates must return regalia to Herff Jones after graduation has ended at the James L. Knight Center. Herff Jones will be located to the right of the escalator.
- Cap and gown orders received after August 30<sup>th</sup>, 2022 might be assessed a late fee by Herff Jones
- If you are unable to order your regalia by the scheduled date, please contact Herff Jones directly at [305-255-0502](tel:305-255-0502)
- Club regalia (cords, pins, stoles, etc.) is not handled by the Office of Student Affairs. You must contact your club president or advisor for these items and for the specific purchase dates

## Honor Cords

- Honor cords will be sold online at [herff.ly/albizu](https://herff.ly/albizu) and will be shipped directly to your home
- Ordering your honor cord is a separate order from that of the cap and gown.
- Honor cord Price: [herff.ly/albizu](https://herff.ly/albizu)

The honor cords criteria are as follow (GPAs do not round up):

Undergraduate cumulative grade point average:

- Cum Laude: 3.33 - 3.49 (Orange)
- Magna Cum Laude: 3.50 - 3.95 (Red)
- Summa Cum Laude: 3.96 - 4.00 (Purple)

**Graduate cumulative grade point average:**

- Distinction: 3.60 – 3.94 (Silver)
- Utmost Distinction: 3.95 – 4.00 (Gold)

**Graduate students receiving honors may not:**

- Receive a grade of C or lower in any course.
- Receive a NP in or repeat practicum, internship, Dissertation/Doctoral Project, and/or Comprehensive/Qualifying Examination.

### Graduation Announcements

- Order personalized AU graduation announcements online at [herff.ly/albizu](http://herff.ly/albizu) and delivery takes approximately 2-3 weeks. Payment in full is required at the time of order.

### Graduation Rings

- Order an AU class ring online at [herff.ly/albizu](http://herff.ly/albizu) and Herff Jones offers convenient 4-month and 6-month no interest credit card payment plans. Payments start as low as \$55 a month. Graduates may also pay in full with cash, check, or money order. Delivery takes approximately 6-8 weeks.

### Photography at Commencement

- AU partners with **Grad Images**, a photography company that will be in attendance at Commencement taking photos of each graduate. Photos are available for purchase at a later date. Graduates will receive detailed information from Grad Images regarding orders. Please ensure your updated email is on file with the Office of the Registrar.

### Frequently Asked Questions

**When is the commencement ceremony?**

- Friday, October 7<sup>th</sup>, 2022 at 10:00 AM

**Where is the commencement ceremony venue located?**

- James L. Knight Center, 400 S.E. 2<sup>nd</sup> Avenue, Miami, FL 33131

**What time should I arrive for the commencement ceremony?**

- Graduates must arrive to the James L. Knight Center **no later than 8:15 a.m.** Be on time.

**What if I have special needs?**

- Request accommodations in the Office of Student Affairs two weeks prior to the event. Guests in need of special accommodations the day of the commencement ceremony must speak to the AU staff member at the entrance of the James L. Knight Center.

### How many tickets are graduates given?

- Tickets are required for entry and there is a limit of four (10) tickets per graduate for guests that can attend. RSVP link for ticket's: <https://www.eventbrite.com/>

### If I am unable to pick up my regalia on the distribution dates, can I send someone to pick it up for me?

- No. All orders for regalia will be shipped directly to your home.

### Will AU validate my eligibility when placing an order for distinction cords?

- Yes

### Will honor cords be sold at the commencement ceremony?

- No. We will not be selling any honor cords at the graduation ceremony. All orders for honor cords will be shipped directly to your home. Any potential discrepancies on honor cords must be resolved with the Office of the Registrar before the deadline for ordering the honor cords which is August 30<sup>th</sup>, 2022.

### May graduates obtain a name card at the commencement ceremony?

- Yes.

### What should I wear to the commencement ceremony?

- Graduates must arrive wearing the appropriate graduation attire (cap/gown). Wear comfortable shoes and breathable apparel.

### What about parking?

- The cost of parking ranges from \$10 - \$20 depending on your lot of choice (flat, leveled garage, etc.). Knight Center Garage is located at 100 SE 2nd St, Miami, FL 33131.

### Where will I store my personal belongings during the ceremony?

- Albizu University will not store personal belongings before, during, or after the ceremony. Please leave your personal effects with a friend or family member before the ceremony. AU and the James L. Knight Center will not bear responsibility for lost, stolen, or damaged items.

### Where is the graduate robing area located?

- There will a changing room, however, we would like for all graduates to arrive wearing their cap and gown.

### How will I know where to line up?

- An AU staff will direct you to the appropriate area to be seated. Graduates will sit by school/program.

### What if there is a discrepancy with my GPA and honors status?

- See the Office of the Registrar **before** the ceremony on **Friday, October 7<sup>th</sup>, 2022**. We are unable to handle GPA disputes at the event.

### Am I allowed to decorate my cap?

- Yes. No obscenities.

### Will OSA hold my regalia for pickup?

- No. All orders for regalia will be shipped directly to your home.

### Can I wear honor cords, stoles, and pins from a club or honor society?

- Yes. See your organization for details about costs and purchase dates.

### Will I get my diploma at Commencement?

- No. Diplomas are not distributed during the ceremony.

### Can graduates leave the ceremony early?

- Unless there is an emergency, no.

### When are my guests expected to arrive and be seated?

- Guests should be seated by 9:30am sharp or they will have to wait to enter the venue after the staff, faculty, and graduate processions.

### Can graduates stay and take pictures inside the ceremony hall?

- No. Once the Commencement ceremonies are complete, the hall must be vacated.

## Reminders

- The name card will be given to you on the day of the commencement ceremony on Friday, October 7<sup>th</sup>, 2021.
- It is important that you completely fill out the name card and do not lose it.
- Eat a balanced meal before attending commencement.
- Cell phones must be placed on silent at all times in the commencement venue.
- Limited seating in the guest section.
- Guests are not permitted to approach the stage during the ceremony.
- Large balloons and signs obstructing the view of guests are strictly prohibited.
- **Share your pictures with #Albizugrad.**
- Visit the website – <https://commencement.albizu.edu/cap-and-gown/>

Should you need additional information regarding the commencement ceremony or are in need of special arrangements, please contact the Office of Student Affairs at (305) 593-1223, ext. 3113  
[dosa@albizu.edu](mailto:dosa@albizu.edu) or <mailto:commencement@albizu.edu>.

*Congratulations!*