



Office Use Only – Students Do Not Fill Out	
Graduation Date:	
GPA:	
Degree:	
Honor:	
Received By:	
Received Date:	

### Cap & Gown Request Form

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Sizing Information

Height (Feet and Inches): \_\_\_\_\_ Weight (LBS): \_\_\_\_\_

### Program Information

Degree:  Diploma/Certificate  Associate  Bachelor  Master

Program: \_\_\_\_\_

Campus:  Hialeah Campus  South Campus  Training Center  Distance Learning

Country of Birth: \_\_\_\_\_ Number of Guests (Include Children): \_\_\_\_\_

## This Form Must be Turned in by the Deadline Addressed in the Cap And Gown Calendar – No Exceptions!

I, \_\_\_\_\_ request my Florida National University cap, gown and regalia. I have provided the Student Services Department the correct contact and program information. I understand this form must be turned in by a specific deadline. I am aware that the \$160.00 graduation fee is an administrative fee that will not be waived. I am aware and understand that **if I have an outstanding balance** pending with Florida National University, I will not be able to receive a final transcript, diploma or certificate until I have paid my balance in full (See University Catalog for full policy).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Florida National University

Hialeah Campus  
Office of Student Services Room #124  
4425 W. 20<sup>th</sup> Ave., Hialeah, FL 33012

South Campus  
Office of Student Services Room #225  
11865 SW 26 St. Suite H-3 Miami, FL 33175



## Photography, Video and Speech Release Form

This entry form confirms the agreement between you and the Office of Student Services acknowledging that you may be photographed as a result of participating in this event.

For valuable consideration received, you hereby irrevocably grant the Office of Student Services/FNU perpetually, exclusively, and for all media throughout the world (including print, non-theatrical, home video, CD-ROM, internet and any other electronic medium presently in existence or invented in the future), the right to use and incorporate (alone or together with other materials), in whole or in part, photographs or video footage taken of you as a result of your participation as well as any speech made by you.

You hereby agree that you will not bring or consent to others bringing claim or action against Florida National University on grounds that anything contained in the Property, or in the advertising and publicity used in connection herewith, is defamatory, reflects adversely on you, violates any other right whatsoever, including, without limitation, rights of privacy and publicity. You hereby release Florida National University, its directors, officers, successors and assigns from and against any and all claims, demands, and actions causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that you may hereafter have against FNU with the Property.

This agreement shall not obligate the Office of Student Services/FNU to use the Property or use any of the rights granted hereunder, or to prepare, produce, exhibit, distribute, or exploit the Property.

The Office of Student Services/Florida National University shall have the right to assign its rights hereunder, without your consent in whole or part, to any person, firm, or corporation.

Participant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Commencement Ceremony Protocol and Guidelines

1. Graduates must arrive no later than 9:30 a.m. and sign-in at the Registration table.
2. Graduates cannot bring purses or personal belongings into the waiting room. FNU is not liable for any misplaced or stolen items.
3. Cell phones must be set to silent.
4. Graduates must remain in their designated seat to maintain procession order. Switching seats is prohibited.
5. The Waiting Area is only for Graduates, Staff and Faculty. Family members cannot enter.
6. Graduates' attire must dress/business attire. No jeans, shorts, sandals, sport shoes (sneakers) allowed.
7. Guests may enter the auditorium after 11am. The doors will remain closed during the ceremony until after the procession ends. All guests should proceed to the general sitting area.
8. The ADA accessible sitting area is exclusively reserved for Individuals with Disabilities and one caregiver/support personnel. Anyone sitting in this section must arrive before 11:30am.
  - a. For questions in regards to this protocol or any other details related to Graduation, please contact the Office of Student Services in Hialeah Campus 305-821-3333 ext. 1040, or South Campus 305-226-9999 ext. 1372.
9. Please avoid interrupting the Ceremony.

I, \_\_\_\_\_ agree to the terms and conditions above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Student Copy

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