



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

**Program Information**

Degree:     Diploma/Certificate     Associate     Bachelor     Master

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

Campus:    Hialeah Campus     South Campus     Training Center     Online Learning

Country of Birth: \_\_\_\_\_ Amount of Guests (Include babies, infants and children): \_\_\_\_\_

**We can only allow a maximum of 15 tickets per graduate.**

**THIS FORM NEEDS TO 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 correct contact information and program information required to the Student Services Department. I understand that 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.*

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 S.W 26 St. Suite H-3 Miami, FL 33175

This Page is intentionally left blank

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

Florida National University

South Campus  
Office of Student Services Room #225  
11865 S.W 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: \_\_\_\_\_

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 S.W 26 St. Suite H-3 Miami, FL 33175



## Commencement Ceremony Protocol and Guidelines

1. Graduates must register and sign in at the Registration table.
2. Graduates cannot arrive later than 9:30 a.m.
3. Once the graduates enter the waiting room purses or personal belongings are not allowed. FNU is not liable for any misplaced or stolen items.
4. Cell phones need to be kept in silent or in vibrate.
5. Once the graduates are assigned to their designated seating at the waiting room, they are expected to remain seated and to not switch chairs to keep the order of the procession.
6. Waiting Area where only Graduates, Staff and Faculty are allowed. Family members will not be allowed entry.
7. Graduates' attire must be cocktail / business attire. No jeans, flip-flops, sport shoes (sneakers) are considered appropriate.
8. After 11:00 AM, guests will be allowed entrance to the ceremony; doors will be closed until after procession.
9. The ADA sitting area is exclusively reserved for Individuals with Disabilities.
10. Available seats in the ADA area are limited; therefore, if necessary, only one additional person per guest sitting in the ADA area will be allowed. All other guests should proceed to the general public area. Anyone requiring to be seated in the ADA area should arrive no later than 11:30am.
11. Please assist us by not interrupting the Ceremony.

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

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 S.W 26 St. Suite H-3 Miami, FL 33175



## Commencement Ceremony Protocol and Guidelines

1. Graduates must register and sign in at the Registration table.
2. Graduates cannot arrive later than 9:30 a.m.
3. Once the graduates enter the waiting room purses or personal belongings are not allowed. FNU is not liable for any misplaced or stolen items.
4. Cell phones need to be kept in silent or in vibrate.
5. Once the graduates are assigned to their designated seating at the waiting room, they are expected to remain seated and to not switch chairs to keep the order of the procession.
6. Waiting Area where only Graduates, Staff and Faculty are allowed. Family members will not be allowed entry.
7. Graduates' attire must be cocktail / business attire. No jeans, flip-flops, sport shoes (sneakers) are considered appropriate.
8. After 11:00 AM, guests will be allowed entrance to the ceremony; doors will be closed until after procession.
9. The ADA sitting area is exclusively reserved for Individuals with Disabilities.
10. Available seats in the ADA area are limited; therefore, if necessary, only one additional person per guest sitting in the ADA area will be allowed. All other guests should proceed to the general public area. Anyone requiring to be seated in the ADA area should arrive no later than 11:30am.
11. Please assist us by not interrupting the Ceremony.

### STUDENT COPY

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 S.W 26 St. Suite H-3 Miami, FL 33175



## **Commencement Ceremony Protocol and Guidelines - ADA facilities**

1. There is an ADA sitting area reserved for Individuals with Disabilities on the ground level of the Auditorium,
2. Available seats in the ADA area are limited; therefore, if necessary, only one additional person per guest sitting in the ADA area will be allowed. All other guests should proceed to the general public area. Anyone requiring to be seated in the ADA area should arrive no later than 11:30am.
3. Please assist us by not interrupting the Ceremony.
4. 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.

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 S.W 26 St. Suite H-3 Miami, FL 33175