



Regis University

Fall 2014 Commencement Information for Prospective Graduates

Commencement Schedule

Regis University Commencement
Saturday, December 13, 2014 from 3:00pm- 5:00 pm
Colorado Convention Center - Exhibit Hall A
700 14th Street
Denver, CO 80202

Ceremony Logistics

Students should assemble at 2 p.m. in Hall A of the Colorado Convention Center. Enter at 14th/California (near the big blue bear) and proceed. Signage will be available to indicate the exact location of line-up.

Student Line Up

Students should come to line-up dressed in their regalia. Coats and handbags should be left with family, as there are no secured storage areas for personal items.

Students should then proceed to the tables at the front of Hall A and pick up a marching card. The marching card is an index card with the student's name as it is to be read by the dean. Marching cards are in order by the first letter of the last name, so students need to find their card in the corresponding line. Once students receive their card, they will line up with their classmates. Regis University faculty/staff members will assist in organizing prospective graduates into four lines according to the following order:

1. By college and school (e.g., School of Management, College for Professional Studies)
2. By alphabetical order (Last names)

Awarding of Degrees

At the appropriate time in the ceremony, the processional marshal will direct each row of prospective graduates to stand.

Students will then proceed to the right side of the stage and line up on the ramp.

When queued, each student will enter the stage area and hand his or her marching card (received at line-up) to the person at the podium.

As the student's name is read, the student will proceed to the center of the stage to accept his or her diploma from the president and shake his hand.

Students will exit the stage on the opposite side (left). Ushers will be available to assist in directing students back to their seats.

Regalia

Caps and gowns can be pre-ordered with our Jostens representative at jostens.com and mailed to your home or you can attend one of our grad fairs, look to the commencement website for more details.

*If you are having issues ordering regalia on-line you can speak with our partner,
Shelley McClellan, 303-921-6662*

Graduates keep their regalia — they do not need to turn it in. The following protocol for academic attire should be followed:

· Caps should be worn with the mortarboard level on the head. Men should remove their caps for the invocation and benediction.

· Tassels are worn on the right throughout the ceremony. After the conferring of degrees by the University president, tassels should be moved to the left.

Parking

Parking is available at the Convention Center and surrounding areas. Please remember to arrive early to avoid possible event traffic and lines at the automated pay stations. The current parking rate at the Colorado Convention Center is \$12.00 for 8 hours. For more information please visit <http://denverconvention.com/our-center/parking.html>.

Note: Please allow for extra time to find parking.

Professional Photographs

A representative from Grad Images will take three pictures of each graduate: one prior to receiving their diploma, one of the awarding of their diploma, and one after the graduate exits the stage. Grad Images will send proofs and an order form by email and postal mail to each graduate. For questions, please contact Grad Images at 1-800-261-2576.

Diploma

The diploma cover should be retained by all graduates as they are not reissued. The actual diploma will be mailed to each graduate within twelve weeks after the completion of their last class. Graduates who have already received a diploma cover should return the extra diploma cover to the stage after the ceremony.

Miscellaneous Items

Medical Personnel

Medical personnel will be available at commencement. Guests should contact an usher if medical assistance is needed. Ushers will be wearing maroon or silver gowns.

Special Needs

Prospective graduates with special needs (such as hearing impaired or physically challenged) who have not already contacted the Commencement Department should do so as soon as possible for special instructions.

Live Webcast

There will be a live webcast of commencement beginning at 3 p.m. MST on Saturday, December 13th. To view it, go to www.regis.edu/commencement and click on the WEBCAST button. In the event of technical difficulties, commencement will be webcast at a later date. Check the above website for details.

Other

Please do not bring balloons into the Colorado Convention Center. The venue restricts balloons and the Convention Center will make you pop your balloons or take them back to your vehicle, as they are not allowed inside the halls.

**Find the most
up-to-date commencement
information at
www.regis.edu/commencement**