

## Important Reminders and Information 2017 GTU Commencement Events

***Greetings Graduates and Potential Graduates:*** Congratulations on all your hard work thus far. We know several of you are in the final stages of the program, racing towards the April 3<sup>rd</sup> filing deadline. We wish you the best of luck and hope you will make it to the finish line! In the meantime, we would like to give you important information about the 2017 GTU Commencement Events and remind you to fill out the online [GTU Commencement Participation and RSVP Form](#) as soon as possible. The official deadline for this form is Today, March 2<sup>nd</sup>. Wendy Arce will be sending out a confirmation email to those of you who have filled it out (thank you) as well as those who still need to check this off their list.

**Even if you have some doubts on making the deadline, it is still important that we receive this information as soon as possible so we can process orders with enough time.**

**We also ask that all graduates and potential graduates fill out the form even if they do not plan on participating in the GTU Commencement Events. Doing so will help us catalogue our graduates and plan for the events.**

**If you are not going to make the deadline, send Wendy Arce a quick email ([warce@gtu.edu](mailto:warce@gtu.edu)), so we can update our database.**

The following will give you more information about the academic regalia, the ceremony and events to celebrate this year's graduates.

### **Academic Regalia**

Participating graduates are expected to wear appropriate academic regalia during the exercises. Regalia consist of a gown, tam or mortar board (cap), and hood. Graduates can purchase regalia through the vendors listed in a previous email or rent it through the GTU. We have provided information for the purchase of doctoral regalia. Master students wishing to purchase regalia can contact those same vendors for more information. Please contact Wendy Arce ([warce@gtu.edu](mailto:warce@gtu.edu)) if you have any questions about the gowns.

Doctoral and Master gowns are different from one another and from the Bachelor gowns. Master gowns have an elongated sleeve with a standard mortar board. Rental gowns for Master graduates are identical to gowns that one can purchase. Most Master graduates chose to not purchase their academic regalia, especially if they plan to pursue a doctoral degree. If you wish to purchase your Master regalia, please contact the listed vendors for more information and specifically inform them that you are a Master graduate.

Doctoral gowns bear full sleeves with three velvet bars, velvet panels around the neck. The GTU customized gown (available for purchase) is red with black velvet doctoral bars and trim paired with a four or six-cornered black velvet tam with a gold tassel. Information for ordering custom made regalia was sent out earlier this month. Please refer to the [Cap and Gown Information](#) document for information about our two vendors. **Please allow for 8-10 weeks – order now!** Doctoral students may also wish to rent the regalia, which can be rented through the [GTU Commencement Participation and RSVP form](#). However, please be advised that the rental gowns have the distinctive doctoral markers, but will be **black in color with a standard black mortar board**.

The academic hood hangs around the neck, over the shoulders and drapes down the back. Doctoral and Master hoods are distinctive and differ in size. The inside of the hood represents the institution's school colors, red and blue for the GTU. The outside of the hood is black. The trim around the neck is velvet and represents the graduate's degree. White velvet is used for the Master degree, red velvet for the ThD degree, and dark blue velvet for the PhD degree.

Graduates may borrow a hood from the GTU at no cost. Graduates may also purchase a hood from the GTU (**PhD and ThD: \$140.00; MA: \$120.00**). Hoods must be purchased through the GTU. Please indicate your preference (borrow or purchase) on the [GTU Commencement Participation and RSVP Form](#). You may pay for your hood with cash or check. Checks (made payable to GTU) may be sent to the Academic Secretary. Cash may be dropped off in person. We will gladly give you a receipt for your purchase.

We will not distribute purchased hoods before commencement, but will have your hood in place for you during the ceremony. If you have pre-purchased your hood and have it in your possession, please make sure to bring your hood to the Academic Secretary no later than Monday, May 9, 2015. We will need to label your hood and place it in the processional order.

### Cap and Gown Rental

If you wish to rent a cap and gown, please indicate this information on the [GTU Commencement Participation and RSVP Form](#). Complete all the fields on the form including your cap size. If you do not know your cap size (it is a one digit number, usually between 5 and 9), measure the distance around your head one inch above the top of your ears in inches. You can also come in to the third floor of the LeConte building and we can measure your head for you. Cap and gown rentals will arrive in early May and will be available for pick-up from the third floor of the GTU LeConte building by Monday, May 9, 2016, if not before. We recommend you pick it up and let it hang prior to graduation day. **The rental cap and gown fee is: \$24.00 for master regalia; \$26.00 for doctoral regalia.**

### Your Advisor/Coordinator's Role

The GTU's commencement events involve a reception on Wednesday evening and the graduation ceremony on Thursday afternoon. Your advisor/coordinator will have a chance to speak about you and your project during the reception on Wednesday evening in celebration of your work and your academic contribution. It is also customary for graduates to "be hooded" by the coordinator of their thesis or dissertation committee on graduation day. We ask that you contact your advisor/coordinator as soon as possible and ask them if they will be present to speak on your behalf Wednesday evening and hood you on Thursday afternoon. ***We recommend you do this by the end of the week as well.*** If your coordinator is unavailable for one or both events, please ask a different committee member or other faculty member – and please let us know who you will ask on the [Commencement Participation and RSVP Form](#). Notify them that they will also have to fill out a Faculty Commencement Participation form (<https://goo.gl/forms/6gpl487oipXwSYRp2>), also available on the [GTU Commencement page](#) or through Wendy Arce ([warce@gtu.edu](mailto:warce@gtu.edu)). If none of your favorite faculty members are available, I will be happy to hood you. Wendy will also be sending out an email to all faculty with this link.

### Commencement Announcements

The GTU provides up to 10 commencement announcements, at no cost, for all participating graduates. Feel free to use these to inform family and friends about your great accomplishment or as

a personal keepsake! You may also want to use the announcements to actually invite people to the Commencement. There is **no** limit on the number of guests per graduate and guests **do not** need an announcement to attend. Please indicate both the number of announcements you wish to have and the number of guests you plan to bring on the [GTU Commencement Participation and RSVP Form](#). Announcements will be available for pick up or mailing by the first week of April. Wendy will send an email when they are ready.

### Diplomas

Fall graduates should have received their diplomas in the mail by January 2017. Please **do not** bring your diploma to Commencement; you will receive an empty diploma case during the ceremonies for your use (pictures with family) but we ask that you return the loaner case to us before you leave.

Spring Doctoral and Common MA graduates who have completed all their requirements before the April 3<sup>rd</sup> filing deadline and are participating in the exercises will receive their diplomas at Commencement. Spring MA graduates with coursework pending will receive their diplomas in the mail once all graduation requirements have been verified (typically, in July or August), but will receive an empty diploma case at Commencement. Kindly return this loaner diploma case before you leave. You will receive a new one in the mail with your diploma once you have completed your requirements.

If you have any questions, please contact:

Kathleen Kook at [kkook@gtu.edu](mailto:kkook@gtu.edu), 510-649-2464;

Fredonia Thompson at [ftompson@gtu.edu](mailto:ftompson@gtu.edu), 510-649-2461

or Wendy Arce at [warce@gtu.edu](mailto:warce@gtu.edu), 510-649-2400

Again, don't forget to submit your GTU [Commencement Participation and RSVP Form](#) as soon as possible. I look forward to seeing you on Thursday, May 11<sup>th</sup> at 3:15 p.m. at PLTS.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathleen', followed by a long horizontal flourish.

Kathleen Kook, Ph.D.

Dean of Students and Vice President for Student Affairs

PS: a copy of this letter, along with links to all the attached forms and documents, are also available on the GTU Commencement website: [www.gtu.edu/students/gtu-commencement](http://www.gtu.edu/students/gtu-commencement)