

FREQUENTLY ASKED QUESTIONS

Am I required to participate in Commencement to receive my diploma?

Participation in the Commencement Convocation is optional, but encouraged. All students participating in the Commencement Convocation will receive the diploma cover. Diploma inserts are mailed after the degree conferral process is completed at the end of each term.

When and where is my diploma mailed?

Diploma inserts are mailed to the degree recipient at the home address on file via the U.S. Postal Service, by certified mail with a return receipt.

Mailing of the diploma insert or graduation packet takes place after the degree conferral process is complete. Diploma inserts are mailed after the degree conferral process is completed at the end of each term following this schedule:

- December 31, 2008 degree conferral – already distributed
- March 31, 2009 – distribution will be in mid-April
- May 2009 candidates – distribution will be in late May through mid June
- August 2009 candidates – distribution will be the first two weeks of September

Please note that diploma inserts or graduation packets will not be released if you have any financial holds.

Students choosing not to participate in Commencement Convocation will receive a graduation packet in the mail which includes: the diploma cover and insert, Commencement program, Commencement announcement and graduation tassel.

Who sends out diplomas?

The Office of the Registrar sends out diplomas.

When will my degree show up on my transcript?

Degrees will be reflected on the academic transcript after the record has been reviewed, confirming that all graduation requirements have been satisfied. This process is called degree conferral.

Is there a practice ceremony?

No.

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Do I get invitations/announcements?

You will receive a packet of generic graduation announcements at the Graduation Fair April 28-29 in the Krasa Center when you pick up your cap and gown. To order personalized announcements, please go to the Herff Jones Web site at <http://www1.herffjones.com/college/graduation/index.cfm> to place your order.

How and where do I get my cap and gown?

You will pick up your cap and gown at the Graduation Fair Tuesday, April 28 and Wednesday, April 29 at the Krasa Center, first floor.

How and where do I get my cap and gown if I miss the Graduation Fair?

1. **Request shipping**

Darwin Barnes, Bookstore Manager, will ship your cap and gown to you **if you place a request by e-mail to dbarnes@ben.edu or fax to (630) 960-1758**. In your request, include a telephone number where you can be reached so that the Bookstore Manager can call you to obtain a credit card number to be used for shipping. Shipping rates are as follows:

- a. Standard: \$6.95
- b. 2nd Day: \$10.95
- c. Next Day: \$16

Note: Caps and gowns will not be shipped prior to April 28. Shipping will be available on two days only – April 30 and May 1. Unfortunately we will be not able to accommodate requests received after May 1.

2. **Send a designee**

You must download, complete and return the Release Form located on the Commencement Web site at

<http://www.ben.edu/news/commencement/Third%20Party%20Release%20of%20Cap%20and%20Gown%20Form.pdf>. Your designee must have a form of identification on them (example:

driver's license, school ID) when they come to pick up your cap and gown at the Graduation Fair on April 28 or 29.

3. **Commencement Day Pick-Up**

Caps and Gowns can be picked up from the Rice Center on the day of Commencement. Please allow a little extra time in order to complete this process.

What would prevent me from participating in the Commencement ceremony?

You must be in good financial standing to receive your cap and gown, and you must have an academic program that will be completed by August 31, 2009.

FREQUENTLY ASKED QUESTIONS

How is the color of the “hood” determined in the academic apparel?

The color of the “hood” is contingent upon the scholarly field of study, following the guidelines by the American Council on Education.

What side of the mortarboard is the tassel worn?

As an associate’s or bachelor’s graduation candidate, you will march into the Sports Complex with your tassel on the right side. After the Chancellor announces your degree conferral and all diploma covers are distributed, you will switch the tassel to the left side.

Master’s and doctoral candidates wear the tassel on the left side throughout.

As a graduate student in the master’s program, will I be recognized for graduation honors?

There are no graduation honors for students earning master’s and doctoral degrees.

What time should I arrive for the Commencement ceremony?

Line up for the graduates begins at 9:00 a.m. in the Rice Center.

Is there a Commencement Mass?

Yes. The Commencement Mass is at 8:00 a.m. at St. Procopius Abbey, across the street from Benedictine University, 5701 College Road.

What time should guests start to arrive for the Commencement Ceremony?

The doors to the Sports Complex will be open at 8:30 a.m.

Where do we park?

Campus parking and remote parking facilities will also be available. Watch the Web site for announcements on off-campus parking and shuttle buses to the Sports Complex.

How many people can I invite to the ceremony?

There are no tickets to attend the Commencement ceremony, but parking on campus is limited, and carpooling is encouraged.

Are children allowed?

Yes.

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Is there assigned or reserved seating?

No. Seating is on a first come, first serve basis in the Sports Complex.

Is there special seating for guests who are handicapped and the hearing impaired?

Yes.

Can one view the Commencement Convocation on campus other than at the Sports Complex or off-campus?

Yes, the Commencement Convocation is viewable on the Benedictine University Web site at www.ben.edu, and also can be viewed in selected areas on campus, including the Krasa Center Presentation Room.

How long will the commencement ceremony last?

The ceremony should last approximately two and one-half hours.

Is there a reception afterward?

Yes. It will be in the Krasa Center quad area.

What happens if there is bad weather on Commencement day?

The Commencement ceremony will go on as scheduled. If the weather is dangerous (for example, a thunderstorm), the Sports Complex will be emptied until the danger has passed and the ceremony will then continue.

What if I have a question not listed above?

Please contact Donna Madia at (630) 829-1143 or dmadia@ben.edu if you have any other questions.