

# *Keiser University*

## *7<sup>th</sup> Annual Statewide Graduation*

### *GRADUATE INFORMATION*

**DATE/TIME:** Saturday, January 19, 2019 at 11:00 a.m.  
*Doors open to guests at 9:45 a.m.*

**WHERE:** The Omni Orlando Resort at Championsgate  
1500 Masters Blvd  
Championsgate, FL 33896

**KEISER UNIVERSITY CONTACT:**

**Mr. Ryan Reis,**

Associate Vice-Chancellor Student Services, Keiser University

Email: [rreis@keiseruniversity.edu](mailto:rreis@keiseruniversity.edu)

Phone: (954) 592-1002



# **SCHEDULE OF EVENTS**

## **Graduate Check In**

**Saturday:** January 19<sup>th</sup> from 8:45 a.m. to 9:30 a.m.

**International Ballroom at  
The Omni Orlando Resort at Championsgate  
1500 Masters Blvd  
Championsgate, FL 33896**

## **Graduation Ceremony**

**Saturday:** January 19<sup>th</sup> at 11:00 a.m.

**Guests will be seated at 9:45 a.m.**

**National Ballroom at  
The Omni Orlando Resort at Championsgate  
1500 Masters Blvd  
Championsgate, FL 33896**

## **PARKING**

### **PARKING:**

There will be adequate parking. The Conference Center will offer both self-parking and valet parking. Both cost options are listed below. We do encourage carpooling for your convenience.

- **Self Parking - \$8.00**
- **Valet Parking- \$30.00**

# Cap and Gown Ordering Instructions

Graduates are required to purchase their cap and gowns through the Jostens website.

Please follow the instructions below. The deadline to order cap and gowns is Thursday, December 13<sup>th</sup>. Cap and gowns ordered after the deadline will be assessed a \$20.00 rush fee.

Standard shipping charge of \$12.95 will apply to all cap and gown orders.

## Regalia Ordering Instructions

- Go to: [www.jostens.com](http://www.jostens.com)
- Type in **Keiser University** in the “Enter school or group name” field and the city in which the campus you were enrolled with. For eCampus graduates only, please select Keiser University Online, Jacksonville’s link.
- Click on “**Graduation Caps & Gowns**”
- When the “Select Your Collection” window opens, click on “student”
- Follow the instructions on ordering the correct regalia package – Associate/Bachelor/Master/Doctor. You may also choose to order Graduation Announcements etc.
- After purchasing gowns on the website, gowns will be shipped directly to you.



| DEGREE                  | CAP & GOWN                            | PRICING  |
|-------------------------|---------------------------------------|----------|
| BACHELOR/ASSOCIATE UNIT | Pricing includes cap/gown/tassel      | \$ 32.05 |
| MASTER/SPECIALIST UNIT  | Pricing includes hood/cap/gown/tassel | \$ 64.05 |
| DOCTOR UNIT             | Pricing includes hood/cap/gown/tassel | \$ 68.05 |

## **HONOR AND STUDENT ORGANIZATION REGALIA:**

Your home campus will contact you if you have earned honor regalia or student organization regalia prior to this ceremony.



# FAQ

## Is attendance mandatory at the statewide commencement exercise?

No. It is your decision to participate in our seventh annual statewide commencement exercise. This ceremony is optional.

*Please be advised that if you choose to participate in our 7th annual statewide graduation, you will NOT be eligible to participate in your campus' Spring/Summer 2019 commencement exercises*

## What if I registered for the commencement ceremony, but cannot attend?

If you need to cancel your registration, please do so immediately by notifying Mr. Ryan Reis at [rreis@keiseruniversity.edu](mailto:rreis@keiseruniversity.edu).

## When do I check in and pick up my honor regalia?

Graduates must arrive for check in **no later than 8:45 a.m.** on the day of graduation. Pick up for honor regalia will be coordinated by your home campus.

## What do I do when I arrive at the venue the morning of commencement?

All candidates should arrive **no later than 9:30 a.m.** at the International Ballroom at The Omni Orlando Resort at Championsgate.

You will check-in and pick up your honor regalia. After registration, please advance to your designated processional line, separated by program. Locate your program and check-in with your program's graduation marshal.

## What is the dress code for commencement?

All candidates must wear professional business attire. Women should wear sensible shoes for climbing stairs between the area used for line formation and the stage floor. **Graduates will stand for a minimum of 2 hours on graduation day, please choose shoes that will be comfortable for this duration.**

## Where can I put personal items during the ceremony?

There is no space at the ceremony location to store personal items (coats, purses, etc.). You are encouraged to leave these with family members in attendance.

## Which side does the tassel go on?

All candidates will position their tassels on the right side of the academic cap.

## What do I need to know about tickets?

*Each graduate will receive three (3) tickets for guests.* This limit is based on the number of graduates requesting to attend and the seating capacity of the venue. ***Each guest must have a ticket to enter the venue.*** All individuals, including adults,

children, and toddlers require a ticket. (If a child is under the age of two (2) and will be held the entire time on the lap of an adult, they do not require a ticket).

**What time should my guests arrive?**

**Seating must be completed before the processional begins at 11:00 a.m.** If your guests are late, they may be asked to wait outside the auditorium until the usher determines an appropriate time to let late guests enter.

***Seats cannot be guaranteed for late guests!***

***The venue doors will open to guests at 9:45 a.m.***

**How do guests find their seats?**

Seating is general admission. Accommodation seating will be available for those who have indicated at the time of initial registration/sign-up for graduation.

**Will there be a professional photographer taking my graduate portraits?**

Yes. Our professional photographer will be taking your photos during various parts of the ceremony. You can order your photos directly from them, and that information will be forthcoming.

**Professional Behavior and Expectations**

In accordance with university policy on professional behavior, the university expects students to act professionally and respectfully at all times during the graduation event.

***Any conduct that negatively affects fellow students or university employees will not be tolerated.***

In case of emergency, call 911

Additional Keiser University safety and security information can be found at <http://www.keiseruniversity.edu/safety-and-security/>

**Any other questions please call Ryan Reis at (954) 592-1002**

**Where can I order announcement cards, diploma frames, and class rings?**

All of these items can be purchased from [www.Jostens.com](http://www.Jostens.com). A Jostens representative will be onsite at graduation so you can order class rings on graduation day (January 19, 2019). Each graduate is responsible for the costs of these choices. If you want to order your class rings ahead of time, you may follow these steps:

1. Go to [www.jostens.com](http://www.jostens.com),
2. Select *graduation, college, all products*
3. Select *your school*.

# **ACCOMODATIONS AND ACTIVITIES**

## **SPECIAL ACCOMODATIONS/REQUESTS**

If you or your guests are in need of special accommodations in accordance with the American Disabilities Act (ADA), please contact Mr. Ryan Reis by e-mail [rreis@keiseruniversity.edu](mailto:rreis@keiseruniversity.edu)

## **ALUMNI BENEFITS & DISCOUNTS:**

Benefits and discounts on entertainment & lodging are available for use during your stay in Championsgate, FL. For alumni benefits, visit our alumni website at <http://alumni.keiseruniversity.edu/benefits/working-advantage/>

## **OMNI ORLANDO RESORT & HOTEL at CHAMPIONSGATE:**

To book a room click here: <https://www.omnihotels.com/hotels/orlando-championsgate/meetings/keiser-university-graduation>