

## FAQs to Commencement

### CAP + GOWN/REGALIA FAQs

- How do I order my cap + gown?
  - A google form asking you your height will be sent to your UArts email after Feb 1st. If you haven't received it, feel free to email your height to commencement@UArts.edu
- Is there a charge for cap + gown?
  - Nope. We always have extra sizes available as well, in the event that a replacement is needed.
- When and where do I pick up my tickets, cap + gown?
  - Each year we assign one week for students to pick up their tickets, cap and gown in Gershman Hall, 3rd floor and is typically two weeks prior to the commencement week. We will absolutely notify students via email and social media once that week has been appointed according to the commencement date that year.
- I lost/you never gave me my - tassel, honors sash, cord, tickets, what do I do?
  - Come by Gershman Hall, Room 311 and we will provide replacements. The day of graduation, you can visit our staff in CBS Auditorium for assistance.
- I'm a Grad Student/I work/I am out of town - I can't get back to UArts for ticket + regalia pick up - can you mail them all to me?
  - We don't mail out items but we will certainly allow a friend or family member to pick them up for you if you email us that information directly from your UArts email account to commencement@UArts.edu
- What side of my cap does the tassel go on?
  - Prior to conferral of your degree, it goes on the right side. After you receive your degree, it goes on the left side. There will be a moment during graduation when all graduates move their tassels together.

### VENUE FAQs

- Why don't you have the ceremony at a bigger venue?
  - UArts Commencement represents the UArts community and our home on the Avenue of the Arts. Depending on availability as determined by the Kimmel Center, Commencement Ceremonies have been held in the Academy of Music, Verizon Hall, and the Merriam Theater, which are close to the University and allow graduates and guests to celebrate on our campus.
- Why don't you do a separate ceremony for each college?
  - The Commencement Ceremonies celebrate the University of the Arts, one of the very few universities devoted to all of the arts. Smaller award ceremonies are held by colleges and programs as part of Commencement Week.

### TICKET FAQs

- I need more tickets, why do we only get two?
  - The number of tickets we give each eligible graduating student is based on the amount of seats available in the venue vs the amount of graduates walking in that year's class.
- How does the ticket lottery work?
  - Once tickets are picked up by graduates, we will see if anyone has returned tickets or given them back for other students to use. After 6 PM on the Friday of Distribution Week we then send out an email to the student graduating stating we are holding a lottery for any leftover tickets. Students then reply via their UArts email with the amount of tickets they wish to apply for and we run our lottery system – again it depends on tickets given back or not picked up by other students. Our office does our very best to

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accommodate everyone who needs additional tickets based on what has been turned back in.

- I lost my tickets, what do I do?
  - Simply have your guests arrive at Will Call in the lobby of the Commencement venue on the day of your ceremony and we will provide your guests with duplicate tickets. If you find the lost tickets prior to that pick-up, please let us know
- My guests need the tickets I never picked up, what do I do?
  - Let your guests know they can pick their tickets up under your last name at the Will Call table in the venue on the day of your ceremony

## CEREMONY + DAY OF FAQs

- How long is the ceremony? I need to make lunch reservations, what time should I make them for?
  - The ceremony lasts until approx 12:45 - 1 PM. Immediately following the ceremony there will be a reception in Hamilton Hall of light refreshments where you can mingle and take photos with your faculty. You will pick up your diploma at that time, also. You may safely make lunch reservations at 2PM.
- How do I view the ceremony in perpetuity?
  - on YouTube.com Search: "The University of the Arts Commencement" and add your graduating year
- How do I get photos that were taken at the ceremony?
  - LifeTouch will send you an email to your UArts account within two weeks of the ceremony to purchase your photos. You may also search their database after two weeks of your ceremony for yours and other ceremony photos at <https://events.lifetouch.com/findphoto.aspx>
- I have a preferred name and I'd like that said instead of what is on my diploma when I walk up on stage. How do I ensure that will happen?
  - When you come in to pick up your tickets, cap and gown during distribution week, be sure to let a staff member know that you would like your preferred name said when you walk up on stage during commencement. We will help you at that time.
- Will someone know how my name is pronounced out loud when I walk across the stage?
  - Yes, they will. We ask you to pronounce your name on audio when you come in to pick up your tickets, cap and gown. The announcer listens to all the names, studies them and knows how to repeat your name aloud, correctly.

## DIPLOMA FAQs

- When and where do I get my diploma?
  - If you have finished all your required credits for your degree you will receive your in CBS located in Hamilton Hall immediately following the commencement ceremony. If you still have outstanding credits and finish them by August of that same year, the Office of The Registrar will mail your degree to you following completion.
- I want to make sure my name is correct on my diploma, how do I check that?
  - When you submit your graduation application, you provide your diploma name. You can check your diploma name with the Registrar, or update the diploma name if you change your mind after submitting your graduation application.
- Will my minor be written on my diploma?
  - No, only your major. If you receive honors (3.6 or higher cumulative grade) that will be noted on your diploma as "with honors"

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### ANNOUNCEMENTS/FRAMES/AREA HOTELS FAQs

- Where do I buy announcements/frames and other commemorative items?
  - Right here:  
[http://college-graduation-announcements.signaturea.com/index.php?page=bookstore&id=3484&school\\_name=The\\_University\\_of\\_the\\_Arts](http://college-graduation-announcements.signaturea.com/index.php?page=bookstore&id=3484&school_name=The_University_of_the_Arts)
- Do you have relationships with any nearby hotels so that we can book early?
  - Yes, we do. Here's a list:
    - [\*\*Double Tree\*\*](#) - account # 560032780. 10% off from room rate.
    - [\*\*Holiday Inn\*\*](#) - \$134.00 per night
    - [\*\*Fairfield Inn\*\*](#) - \$135.00 per night.
    - [\*\*Cambria Hotel\*\*](#) - 30% off the best available rate

Got more questions? Feel free to email us at [commencement@uarts.edu](mailto:commencement@uarts.edu) or call us at 215.717.6617