

2019



COMMENCEMENT GUIDE

FOR GRADUATES AND GUESTS
SATURDAY, MAY 11 | SUNDAY, MAY 12

CONNECT WITH US

WEB

american.edu/commencement

FACEBOOK

facebook.com/auspringcommencement

TWITTER

[#2019AUgrad](https://twitter.com/2019AUgrad)

EMAIL

commencement@american.edu

CONTENTS

5

Important Dates

7

Preparing for Commencement

Eligibility to Participate

Graduation Fair

Caps and Gowns

IMPORTANT

Commencement Tickets

Graduation Announcements

Graduation Celebrations

Career Services

Graduation Census

AU Alumni Association

11

Spring Commencement Weekend

Friday, May 10

Saturday, May 11, and Sunday, May 12

13

Things to Know

Commencement Weekend

Photography

Video

Flowers for Graduates

Accommodations for Persons with Disabilities

Getting to AU

IMPORTANT

Parking

16

For More Information


SCHOOL of
PUBLIC AFFAIRS


KOGOD
SCHOOL of BUSINESS

INTERNATIONAL
SERVICE



BI

RESTROOMS



IMPORTANT DATES

FALL SEMESTER Students completing degree requirements in spring 2019 submit graduation applications via Eagle Services.

FEBRUARY 1 Deadline to submit graduation application

MARCH 8 Deadline to submit doctoral regalia requests to Registrar's Office

MID-MARCH Regalia rental process begins via myAU.american.edu

MARCH 26 and 27 Graduation Fair

MARCH 27 Job and Internship Fair

APRIL Graduation Celebrations

APRIL 8 Deadline for regalia orders

MAY 8-10 Regalia distributed in the Tavern

MAY 10
10:00 a.m. Phi Beta Kappa Induction

2:00 p.m. AU Honors Convocation

4:00 p.m. Baccalaureate Service

5:30 p.m. University Student Awards Reception

MAY 11
9:00 a.m. School of Public Affairs Commencement

1:30 p.m. School of Communication Commencement

6:00 p.m. College of Arts and Sciences, School of Education, and School of Professional & Extended Studies Commencement

MAY 12
10:00 a.m. Kogod School of Business Commencement

2:30 p.m. School of International Service Commencement

7:00 p.m. Deadline to return regalia to the Bridge Café



PREPARING FOR COMMENCEMENT

Eligibility to Participate

Eligible May 2019 degree candidates are invited to participate in spring commencement ceremonies. The graduation application for students completing their degree requirements in May (available on Eagle Services) is due by February 1.

Late applications may result in omission of student's name from the commencement program and other printed materials and will delay rental of commencement regalia.

The graduation application triggers a review of the student's academic record by the academic advisor to determine whether degree requirements can be completed at the end of the specified term. All qualified students are eligible to participate in commencement. Students who will not have completed degree requirements must reapply for graduation and participate in a later commencement.

The university strictly enforces the policy for participation in commencement. Students are responsible for maintaining an appropriate course load and completing degree requirements in time to be eligible for their targeted graduation.

A degree is awarded only after a student has satisfied all degree requirements; the degree is subject to final certification by the university registrar. Diplomas are mailed within 8 to 10 weeks following commencement.

Graduation Fair

AU's Campus Store hosts this event on Tuesday, March 26, and Wednesday, March 27 (Mary Graydon Center, first floor; noon–6 p.m.). Get information regarding commencement, and speak with a Herff Jones representative about regalia, announcements, and class rings. Commencement photographer, GradImages, will be on hand to take cap and gown portraits. There is no sitting fee or appointment necessary. There will be a raffle for a grand prize valued at \$500.

Caps and Gowns

- Students participating in commencement must wear customized academic regalia in AU's distinctive red, white, and blue colors.
- Each student rents a degree-appropriate cap and gown (and hood, if receiving a graduate degree). Students must complete a rental form, available in mid-March at myAU.american.edu. Regalia rental serves as registration for commencement.
- Regalia must be rented by Monday, April 8; proper size cannot be guaranteed for late orders. An administrative fee will be assessed on orders submitted after April 29.
- Caps and gowns will be distributed in the Tavern as follows:
 - Wednesday, May 8–Thursday, May 9: 9 a.m.–7 p.m.
 - Friday, May 10: 9 a.m.–6 p.m.
- Last minute pick-up and returns will be in the Bridge Café:
 - Saturday, May 11: 8 a.m.–10 p.m.
 - Sunday, May 12: 9 a.m.–7 p.m.
- **Return regalia to the Bridge Café by 7 p.m. on Sunday, May 12.**
- Doctoral students may purchase regalia. Contact the Registrar's Office (degree clearance team) before March 8: graduation_services@american.edu or 202-885-2252.

Commencement Tickets

- Guest tickets are not required for SPA, SOC, or Kogod ceremonies; limit of seven guests per student.
- Seating in Bender Arena is limited. **Tickets are required for the CAS/SOE/SPExS ceremony on Saturday, May 11, at 6 p.m., and the SIS ceremony on Sunday, May 12, at 2:30 p.m.** CAS/SOE/SPExS and SIS students who have rented regalia will receive six tickets (participating graduates do not need a ticket). Students must pick up tickets in person; a photo ID is required. **Lost tickets cannot be replaced.**
- Commencement tickets may not be bought or sold.
- Children under age 3 who sit in an adult's lap during the entire ceremony do not require a ticket; a child who occupies a separate seat requires a ticket.
- Tickets will be distributed as follows:
 - Wednesday, May 1–Tuesday, May 7 at AU Central (Asbury Building): 9 a.m.–5 p.m., except Wednesday 10 a.m.–5 p.m.

- Wednesday, May 8–Friday, May 10 at the Tavern, and Saturday, May 11–Sunday, May 12 at the Bridge Café (same hours as cap and gown distribution—page 8)

Graduation Announcements

Students can order personalized announcements beginning in late February at herffjones.com/graduation.

Graduation Celebrations

Join fellow graduating students, faculty, staff, and alumni for the graduation celebrations in April. Preregistration (starting in late February) is required; invitations are emailed in March. For information, visit american.edu/alumni.

Career Services

The AU Career Center, Kogod Office of Career Engagement, and SIS Office of Career Development offer support for students preparing to graduate. Students can meet with advisors regarding job search strategies, graduate school applications, or merit-based scholarships; connect with employers and alumni at recruiting and networking events; and browse job opportunities in our recruiting platform, Handshake. Alumni enjoy the privilege of lifelong access to AU's career services.

Graduation Census

The Graduation Census asks students about their experiences at AU and their plans for after graduation. Results provide a basis for improving support and services to students and alumni. For more information, visit american.edu/weknowsuccess.

Please complete the census when you order your cap and gown. Students not participating in commencement will receive an email about the survey in late April.

AU Alumni Association

The AU Alumni Association offers volunteer, networking, and mentoring opportunities and a suite of exclusive benefits to more than 128,000 alumni worldwide. For information, visit american.edu/alumni.



SPRING COMMENCEMENT WEEKEND

Friday, May 10

Phi Beta Kappa Induction

Invitation only

10:00 a.m. | Abramson Family Recital Hall, Katzen Arts Center

Reception to follow

Honors Convocation

2:00–3:00 p.m. | Kay Spiritual Life Center

Reception to follow in Abramson Family Founders Room, SIS Building

AU recognizes graduates of the AU Honors program.

Information will be emailed to students in early spring.

Baccalaureate Service

4:00–5:00 p.m. | Kay Spiritual Life Center

Sponsored by the university chaplain's office in conjunction with the many chaplains of the Kay Spiritual Life Center, this interfaith service is open to graduates, family, friends, and the AU community.

University Student Awards Reception

Invitation only

5:30–7:00 p.m. | Abramson Family Recital Hall, Katzen Arts Center

This event honors recipients of the President's Award and awards for outstanding scholarship, service, and student achievement.

Saturday, May 11, and Sunday, May 12

137th Commencement

Bender Arena

Ceremonies feature commencement addresses, remarks by President Sylvia Burwell, recognition of university and student achievement awardees, and conferral of degrees.

MAY 11

9:00 a.m. **School of Public Affairs Ceremony**

1:30 p.m. **School of Communication Ceremony**

6:00 p.m. **College of Arts and Sciences, School of Education, and
School of Professional & Extended Studies Ceremony**

MAY 12

10:00 a.m. **Kogod School of Business Ceremony**

2:30 p.m. **School of International Service Ceremony**

School and College Receptions

Each school and college hosts a reception for graduates and guests immediately following the ceremony. Locations will be posted at american.edu/commencement and listed in the commencement program.

THINGS TO KNOW

Commencement Weekend

- Doors to Bender Arena are open for guests approximately 45 minutes prior to each ceremony.
- **Students should report to their lineup locations 45 minutes before the start of the ceremony.** There is no rehearsal for commencement; students receive lineup instructions via email in late April and at cap and gown distribution.
- Participants must wear proper AU regalia (see Caps and Gowns).
- The student processional begins approximately 10 minutes prior to the start of the ceremony; entrance to the arena is not permitted during processional.
- All bags are subject to search. Large signs, banners, and other objects that impede visibility are not permitted.
- University photographers and videographers document the ceremony for possible use on AU's website, in university marketing materials or other publications, or in the press.
- The university requests that guests refrain from using any type of noisemakers during the ceremony.
- Students should determine in advance where to meet guests after the ceremony.
- Remote viewing will be available in the Kogod Building (rooms 118, 233, and 234). Ceremonies will be streamed live at american.edu/commencement.
- SIS and CAS/SOE/SPEX ceremonies run approximately two and a half hours, and SOC, Kogod, and SPA about two hours.
- Alcoholic beverages are not permitted at commencement ceremonies. This policy is strictly enforced.
- AU is committed to the promotion of a healthy and safe learning, living, and working environment. We are proud to be a tobacco- and smoke-free campus.

Photography

Parents and guests are not permitted on or near the stage during commencement ceremonies. A commercial photographer from GradImages will photograph each student approaching the stage and greeting President Sylvia Burwell; proofs and instructions for ordering photos will be mailed to students. For information, call 800-261-2576 or visit gradimages.com.

Video

Video of commencement ceremonies is archived at american.edu/commencement.

Flowers for Graduates

A local florist will sell flowers in front of Bender Arena during commencement weekend. To order flowers in advance, call Chevy Chase Florist at 301-986-0986.

Accommodations for Persons with Disabilities

Commencement ceremonies are accessible to guests with disabilities. Guests holding a state-issued disability permit or plate may park in the Sports Center garage (adjacent to Bender Arena). Accessible parking is limited; plan to arrive at least 45 minutes prior to the ceremony to secure a space.

Guests with disabilities may be dropped off at the ground-level accessible entrance (south side of Bender Arena, across from the Asbury Building). Accessible seating is limited and not reserved.

AU provides sign language interpreters and closed captioning. For information, contact the Academic Support and Access Center at 202-885-3360 or asac@american.edu.

For guests requiring assistance, golf carts will circulate between the arena's accessible entrance and reception locations for approximately 30 minutes after the end of each ceremony; this service is first-come, first-served.

Getting to AU

Parking on campus is limited during commencement weekend. We strongly encourage our guests to use public transportation, if possible. (Take the Red Line to Tenleytown-AU Metro station.)

The university will provide complimentary shuttle service to and from the Metro. Shuttle buses will run every 10 minutes from Nebraska Avenue and McKinley-Letts shuttle stops (see campus map); service to and from the Kogod shuttle stop will be suspended and the tunnel closed to vehicles during commencement weekend.

The taxi and ride-share stop is located between the McKinley Building and Letts Hall.

Parking

Regular AU parking permits are not valid during commencement weekend. Each graduate will receive one complimentary commencement parking pass during cap and gown distribution (May 8–12); the pass is valid for a designated time and garage. Additional passes are not available for purchase; however, passes are transferable.

There is limited overflow parking in the East Campus lot and parking garage. Parking is first-come, first-served.

Parking for university events is prohibited on neighborhood streets in accordance with Washington, DC, regulations and AU's Good Neighbor Policy.



KOGOD
KNOWS
BUSINESS
IN THE CAPITAL



FOR MORE INFORMATION

Academic Support and Access Center	202-885-3360
Alumni Relations	202-885-5900
AU Central	202-885-2200
Campus Store	202-885-6322
Career Center	202-885-1804
College of Arts and Sciences	202-885-2439
Kogod School of Business	202-885-1982
Parking and Commuter Services	202-885-3111
School of Communication	202-885-3976
School of Education	202-885-3966
School of International Service	202-885-1600
School of Professional and Extended Studies	202-895-4900
School of Public Affairs	202-885-6299
Special Events	202-885-2430

For updates, please visit american.edu/commencement.

For information regarding the accreditation and state licensing of American University, please visit american.edu/academics.
An equal opportunity, affirmative action university. UPI9-163

Printed on recycled paper from responsibly managed forests.



4400 Massachusetts Avenue NW
Washington, DC 20016-8171



american.edu/commencement