



Office of Enrollment Services

## CHANGE OF COMMENCEMENT ATTENDANCE FORM

### Attending Commencement Policy:

Students that indicated on their previously submitted "Application for Graduation" form that they were intending to attend the Commencement ceremony but no longer plan to attend are required to advise Enrollment Services. Students that indicated that they would be attending and an order has been placed for academic attire but do not attend the Commencement ceremony without prior written approval from the Dean may be assessed an additional fee of \$40 to their account balance. This encumbrance will prevent the release of a student transcript as well as a certificate/diploma. The enforcement of this policy is at the discretion of the Office of Enrollment Services.

### Please Print Legibly:

First Name \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID# \_\_\_\_\_ Program/Major: \_\_\_\_\_ If Joint Program, Affiliate: \_\_\_\_\_

Daytime Phone #: (\_\_\_\_) \_\_\_\_\_ Home Phone #: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Graduation Date (Expected):                      January                                      May                                      September

Reason for Change of Attending Commencement (Please select from one of the following):

**I am advising Enrollment Services that I will not be attending Commencement as I had previously indicated that I would be attending on my Application for Graduation**

**I previously indicated that I would not be attending Commencement but I am advising Enrollment Services that I would like to attend if permitted.**

Please see my Cap and Gown order information below:

#### Commencement Cap Sizes:

|       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|
| 6     | 6 1/8 | 6 1/4 | 6 3/8 | 6 1/2 | 6 5/6 | 6 3/4 | 6 7/8 |
| 7 1/8 | 7 1/4 | 7 3/8 | 7 1/2 | 7 5/8 | 7 3/4 | 7 7/8 | 8 1/8 |

Cap Size: \_\_\_\_\_

Phonetic Spelling of Name (i.e., Susan Kegel - Sue Sun - Kay Gull) \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Please also visit the Commencement section of the SHRP website for updates and bulletins on this year's Commencement ceremony at <http://shrp.umdj.edu>

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### ENROLLMENT SERVICES USE ONLY

#### Adjustments:

Advise Program Director      Commencement Book      Commencement Reader List      Banner-SHACATT

Enrollment Services signature \_\_\_\_\_ Date processed \_\_\_\_\_