

ST. MARY'S UNIVERSITY SCHOOL OF LAW
DECEMBER 2018 HOODING CEREMONY
SCHEDULE OF EVENTS

TO: December 2018 J.D., LL.M., and M.Jur. Candidates
FROM: Office of the Associate Dean for the School of Law

EVENTS AND ACTIVITIES - Also available at law.stmarytx.edu/campus-life/commencement/

ONLINE "GRADUATION APPLICATION" – DEADLINE WAS OCTOBER 1

DEADLINE: MONDAY, OCTOBER 1 for ALL LAW DECEMBER GRADUATES

The deadline to apply for December 2018 graduation was October 1. If you missed this deadline and intend to graduate in December, you must contact Acting Associate Dean David Grenardo (dgrenardo@stmarytx.edu) **NO LATER THAN OCTOBER 31** to receive a waiver to submit a late application. If approved, please contact Ms. Yvonne Olfers, Director of Student Records, yolfers@stmarytx.edu, as she will need to manually add you to the graduation portal. **If you miss this final application deadline, you will not be permitted to participate in the December Hooding Ceremony.**

ORDER ACADEMIC REGALIA - DEADLINE: NOVEMBER 2

Online at <https://buildagrad.com/stmarytxlaw> (Opens October 15)

Orders for tams, gowns and hoods are made online at <https://buildagrad.com/stmarytxlaw>. There is no charge to the student for this. ***The regalia is a KEEPSAKE, and is not returned after the ceremony. ALL PARTICIPANTS MUST WEAR THE REGALIA PROVIDED BY BALFOUR. Failure to meet the order deadline will prohibit participation in the ceremony.***

PLEASE NOTE: *The Law School covers the cost of the regalia for one (1) ceremony. Students who participate in both the December Hooding Ceremony and the May Commencement Ceremony will need to reuse their December Keepsake regalia for the May ceremony.*

ORDER ANNOUNCEMENTS – 2 – 3 WEEK DELIVERY

Online at <https://buildagrad.com/stmarytxlaw> (Opens October 15)

Orders for announcements can be made online at <https://buildagrad.com/stmarytxlaw>. The completed orders are sent directly to the student's address listed on the order, approximately 2 - 3 weeks after the order is placed.

ORDER INTERNATIONAL SASHES - INNSBRUCK OR CHINA PROGRAMS

Center for International Programs - St. Louis Hall Room 105 DEADLINE: FRIDAY, OCTOBER 26

Students who studied abroad and received full academic credit in either the Austria (Innsbruck) or China (Beijing) Programs are eligible to wear a sash at the Hooding Ceremony. A form is available <http://bit.ly/2NIrYgw>, and the cost is \$45 for a single country or \$55 for two countries. Following payment to the Business Office, submit the form and payment receipt to Ms. Debra Amador in StLH105 no later than Friday, October 26. Sashes ordered by the deadline will be placed in the academic regalia packet for pick-up from the University Bookstore (please see below).

GUEST TICKETS - REQUIRED FOR ALL GUESTS AGES 3+

Seating in Conference Room A is limited and tickets are required for the Hooding Ceremony. All guests ages 3 and older (young children must sit on an adult's lap) will need tickets to attend. The number of tickets for each graduate is based on the total number of hooding candidates and the available guest seating. ***For the December 2018 Hooding Ceremony, we anticipate each graduation candidate will receive 6 – 8 guest tickets. The final ticket count per candidate will be determined after the final count of all December graduates is determined.*** If you require additional tickets, you can obtain them from people who aren't using all of their allocated amounts. If there are any unclaimed tickets, they will be available at the door.

**PICK-UP GRADUATION REGALIA PACKET AND GUEST TICKETS –
Barnes & Noble University Bookstore**

November 19 and 20 (Monday and Tuesday)

The regalia packet, which will include the graduation gown, tam, and hood, the international sash (if eligible and ordered by the deadline above), as well as the graduates' allotted Guest Tickets (see the "Guest Tickets" section above), can be picked up at the St. Mary's University Barnes & Noble Bookstore, University Center, on Monday, November 19, and Tuesday, November 20, during regular business hours. If you are unable to pick-up your regalia during this time, please contact the St. Mary's University Bookstore, 210-436-3406, to make alternate arrangements. **THE LAW SCHOOL DOES NOT ISSUE THE GRADUATION APPAREL.**

HOODING CEREMONY – Conference Room A, University Center

December 14, 2018 (Friday)

2:30 p.m. - Students report to **the Upstairs Hallway (by Conference C) in the University Center** and line-up; the hood is carried on your left arm.

2:50 p.m. - All students are to be in-line for the processional into Conference Room A.

3:00 p.m. - Hooding Ceremony begins in Conference Room A, University Center.

HOODING CEREMONY RECEPTION – Sarita Kenedy East Law Library

December 14, 2018 (Friday)

4:00 p.m. [approximate] - Candidates and their guests are invited to the reception immediately following the ceremony to celebrate with cookies and holiday punch.

OTHER IMPORTANT INFORMATION

PHOTOS: A professional photographer will be available to take individual pictures of the candidates after the ceremony. Order forms will be available that day directly from the photographer.

GRADES and DIPLOMAS: The grading deadline for the Fall 2018 semester is Friday, January 4, 2019, at 5:00 p.m.; processing the grades once they are submitted takes additional time. Once graduation is confirmed in early January, your diplomas will be available for pick-up or mailed to the address provided with the online application process, and your graduation date of December 14, 2018 (the last day of the semester) will be certified to all University departments and to the State Bar Examiners.

HONOR CORDS and PRO BONO CERTIFICATES: Because this is not a graduation ceremony, candidates do not wear honor cords and there is no recognition of Pro Bono Certificates. Both of these will occur at the Law School Commencement on Saturday, May 18, 2019.
