

ST. MARY’S UNIVERSITY SCHOOL OF LAW  
COMMENCEMENT 2019 SCHEDULE OF EVENTS

TO: Class of 2019 (August 2018, December 2018, and May 2019 J.D., LL.M., and M.Jur. Graduates)  
FROM: Office of the Associate Dean for the School of Law

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This schedule is also available on-line at <https://law.stmarytx.edu/commencement/>

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**ONLINE APPLICATION FOR GRADUATION – Gateway Portal – DEADLINE: March 1, 2019**

Students who intend to graduate in May 2019 must apply for graduation through the Gateway portal (“Law” tab, “Apply for Graduation”) no later than March 1, 2019. If you completed the online application for graduation during the fall semester, no further action is needed. If all hours for graduation will not be completed by May, but you wish to Early Walk, please review the Student Handbook § II.C for policies and complete the form on Gateway for review and approval by the Associate Dean.

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**MANDATORY GRADUATION MEETINGS – ALL graduates MUST ATTEND ONE session, No exceptions or waivers**

Wednesday, April 3: 12:00 p.m. – LC 101; 5:00 p.m. – LC 105; 8:00 p.m. – LC 105

Thursday, April 4: 12:00 p.m. – LC 105; 5:00 p.m. – LC 105

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**ORDER ANNOUNCEMENTS – 2 – 3 WEEK DELIVERY**

Order online at <http://www.cbgrad.com/school/SMULTX>

Orders are sent directly to the student’s address approximately 2 – 3 weeks after order is placed. These are announcements not invitations so they will not include ceremony details.

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**ORDER ACADEMIC REGALIA – DEADLINE: April 5, 2019**

Order online at <https://buildagrad.com/stmarytxlaw>

Orders for tams, gowns, and hoods are made online. **ALL PARTICIPANTS MUST WEAR THE REGALIA PROVIDED BY BALFOUR. Failure to meet the April 5 order deadline will prohibit participation in the ceremony.** The regalia is a **KEEPSAKE** and is not returned after the ceremony. **PLEASE NOTE:** The Law School covers the cost of the regalia for one (1) ceremony. Students who participated in the December Hooding Ceremony who also plan to participate in the May Commencement Ceremony must reuse their December Keepsake regalia for the May ceremony or purchase another.

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**ORDER INTERNATIONAL SASHES – INNSBRUCK OR BEIJING PROGRAMS – DEADLINE: April 5, 2019**

Center for International Programs – St. Louis Hall, Room 105

Students who received full academic credit in either the Austria (Innsbruck) or China (Beijing) Programs are eligible to wear a sash at the May Commencement Ceremony. A form is available at <http://bit.ly/SashSpring2019> 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 StLH 105. Sashes ordered by the deadline will be placed in the academic regalia packet for pick-up at the University Bookstore.

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**PURCHASE HONOR CORDS:** Members of the *Law Journal*, *The Scholar*, Order of the Barristers, Phi Delta Phi, and Laude Graduates are the only student groups eligible to wear honor cords. **Only law school approved cords and sashes can be worn at graduation. Any unauthorized cords not listed here will be removed by law administration and could prevent participation in the ceremony.** The cords (with the exception of the Laude Graduates) can be purchased from Ms. Yvonne Olfers, Director of Student Records (LAB Room 121), beginning Monday, March 18, 2019. The cost is \$10 each, payable by either cash or check. Students who graduate in the top 10% of the Class of 2019 will receive their cords at the Harlan Society Luncheon on Friday, May 17, 2019; graduates in the top 10 – 20% can pick up their cords, with no fee, from Ms. Olfers on either Thursday or Friday, May 16 and 17.

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**GUEST TICKETS:** Seating in the Bill Greehey Arena is limited and guest tickets are required for Commencement. **All guests need a ticket to attend; children younger than 2 years do not need a ticket but are required to sit on an adult’s lap.** The number of tickets for each graduate is based on the total number of graduation candidates and the available guest seating in the Arena. **For the Class of 2019, each graduate will receive 10 – 12 tickets. A final count will be determined after the March 1 application deadline and students will be notified via e-mail of the exact number of tickets they will receive in the regalia packet.**

Information about how to acquire additional tickets will be sent via e-mail.

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

**April 23 and April 24 (Tuesday and Wednesday), 9:00 a.m. – 5:00 p.m., both days**

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 in the University Center at the dates and times listed above. If you are unable to pick up your regalia during this time, please contact the St. Mary’s University Bookstore, 210-436-3606, to make alternate arrangements.

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**GRADUATION APPAREL CANNOT BE PICKED UP AT THE LAW SCHOOL.**

**FIESTA FAREWELL – Law Commons, Sarita Kenedy East Law Library**

**April 8, 2019, Monday, 11:45 a.m.** – Come celebrate the almost-end of law school at the fiesta celebration immediately preceding the class photo. All graduates, faculty, staff, and administrators are invited.

**LAW SCHOOL CLASS GROUP PHOTOGRAPH – Outside RABA**

**April 8, 2019, Monday, 12:30 p.m.** – Includes the 2019 LAW graduates and faculty ONLY. Please dress in business attire. Orders for the pictures by Herndon Panoramics will be taken on-site at a cost of \$35 each. **PLEASE BE PROMPT.**

**UNIVERSITY BACCALAUREATE MASS – Bill Greehey Arena, University Alumni Athletics & Convocation Center**

**May 10, 2019, Friday**

**5:00 p.m.** – Assemble for the academic procession in cap and gown (hoods are to be left at home) in the Auxiliary Gym of the Alumni Athletics & Convocation Center.

**5:30 p.m.** – University Baccalaureate Mass begins. Persons of all faiths are cordially invited.

Graduates and their family and friends are invited to the Reception following the Mass. Please check Gateway for complete information: <https://gateway.stmarytx.edu/group/mycampus/services/registrar>

**MANDATORY GRADUATION REHEARSAL – Alumni Athletics & Convocation Center**

**May 17, 2019, Friday, 4:00 p.m.** – It is very important that you attend this rehearsal, which will last less than one hour. No graduation apparel is needed.

**GRADUATION CEREMONY – Alumni Athletics & Convocation Center**

**May 18, 2019, Saturday**

**12:00 p.m.** – Arena doors open to the public. ***GUESTS MUST HAVE TICKETS TO ENTER ARENA. (See Page 1)***

**12:00 p.m.** – Graduates report to the Auxiliary Gym of the Alumni Athletics & Convocation Center for robing and lining up.

**12:45 p.m.** – All graduates are to be in line for the processional into the Bill Greehey Arena.

**1:00 p.m.** – Commencement begins.

**GRADUATION RECEPTION – The Law School Campus**

**May 18, 2019, Saturday**

**3:00 – 5:00 p.m.** – Graduates and their guests are invited to the reception immediately following the ceremony.

**OTHER IMPORTANT INFORMATION**

**GRADES:** The grading deadline for graduating 3Ls is Tuesday, May 14, 2019, at 5:00 p.m.; processing the grades once they are submitted takes additional time. You can view your grades on Gateway to monitor individual grades. **Updates are posted as the Director of Student Records receives and processes the grades submitted by the professors.**

**JOINT DEGREES:** Students who earn a joint degree are welcome to attend the University Commencement on Saturday, May 11, 2019, at 1:30 p.m. Please note the Masters diplomas are mailed out approximately 2 weeks following that ceremony. For the Law Commencement on May 18, the joint degree is included in the law program and announced when the joint graduate crosses the stage. ***Please contact Ms. Olfers, [yolfers@stmarytx.edu](mailto:yolfers@stmarytx.edu), to confirm your joint degree and ensure this accomplishment is part of the law ceremony.***

**GRADUATION PHOTOS AND LIVE STREAM:** A professional photographer from Flash Photography (800-410-8070) will take individual pictures of all graduates as they receive their diplomas from the University President and when they exit the stage. Order forms will be available in the Auxiliary Gym for students to complete to receive these photos. A live stream of the Law Commencement will be broadcast. Please check the School of Law’s website for more information as the date approaches.

<https://law.stmarytx.edu/commencement/>

**MAILING DIPLOMAS:** Graduates who do not attend Commencement will have their diplomas mailed to the address provided with the online application. For a change of address, send written notification to Ms. Olfers at [yolfers@stmarytx.edu](mailto:yolfers@stmarytx.edu); be sure to include your Student ID number in your message. **Students who graduate in the Top 20% will receive a new diploma with their ‘laude’ distinction approximately 8 weeks after graduation.**

**OCS SURVEY:** As part of our ABA-accreditation, the Office of Career Strategy (OCS) is required to collect post-graduation employment information from each graduate. This information is submitted anonymously and in aggregated fashion; all personal information is kept confidential. Please go to the “Jobs and Job Offers” tab of CORE and update your profile with your post-grad plans. To access your CORE account, visit <https://law-stmarytx.12twenty.com/Login>. Please direct any questions about the survey to Robin Thorner at [rthorner@stmarytx.edu](mailto:rthorner@stmarytx.edu) or Kimberly Underdown at [kunderdown@stmarytx.edu](mailto:kunderdown@stmarytx.edu).