ST. MARY’S UNIVERSITY SCHOOL OF LAW
FALL 2021 LAW COMMENCEMENT CEREMONY
SCHEDULE OF EVENTS

TO: December 2021 J.D., LL.M., and M.Jur. Candidates
FROM: Office of the Assistant Dean for Law Student Affairs

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

PLEASE NOTE: The presumption is that if you participate in the December Commencement, you will not participate in the May Commencement. If you intend to participate in the May Commencement, you must let us know by November 15, 2021 so that we may reserve a space and tickets for you. You may provide this notice to lawcommencement@stmarytx.edu. Failure to provide this notice by the date above will result in the forfeiture of a position in the May ceremony.

ONLINE APPLICATION FOR GRADUATION – Gateway Portal – DEADLINE: October 1, 2021
Students who intend to graduate in December 2021 must apply for graduation through the Gateway portal (‘Law’ tab, ‘Apply for Graduation’) no later than October 1, 2021. If you miss this deadline and intend to graduate in December, you must contact lawcommencement@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 Fall 2021 Law Commencement Ceremony.

ORDER ANNOUNCEMENTS – 2 – 3 WEEK DELIVERY
Order online at http://www.cbgrad.com/school/SMULTX (Opens October 4, 2021)
Orders are sent directly to the student’s address approximately 2 - 3 weeks after the order is placed. These are announcements, not invitations, so they will not include ceremony details.

ORDER ACADEMIC REGALIA – DEADLINE: October 31, 2021
Order online at https://buildagrad.com/stmarytxlaw (Opens October 4, 2021)
Orders for tams, gowns, and hoods are made online and shipped directly to you; use your local address, please. ALL PARTICIPANTS MUST WEAR THE REGALIA PROVIDED BY BALFOUR. Failure to meet the October 31 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 are planning to participate in both the December Law Commencement Ceremony and the May Law Commencement Ceremony must reuse their December Keepsake regalia for the May ceremony or purchase another. Balfour will open a late order window from November 1 – 7; however, be advised that there will be a $40 late fee that you must personally cover. November 7 is the absolute deadline for a regalia order, no exceptions, to ensure delivery of regalia in time for the ceremony.

ORDER INTERNATIONAL SASHES – INNSBRUCK, BEIJING, OR GUADALAJARA PROGRAMS
Center for International Programs – St. Louis Hall, Room 105 – DEADLINE: October 31, 2021
Students who received full academic credit in either the Austria (Innsbruck), China (Beijing), or Mexico (Guadalajara) Programs are eligible to wear a sash at the December Law Commencement Ceremony. Visit https://bit.ly/LawSashForm2021. The cost is $45 for a single country or $55 for two countries. Visit your Gateway account and make a payment to the Business Office in the appropriate amount to purchase the sash(es) for which you are eligible. Fax or e-mail the completed “International Sash Order Form – Law School Students 2021” (see bit.ly link above) to Ms. Debra Amador (her contact information is on the form) with a copy / scan of your receipt from the Business Office. Please include your shipping address in your communication to Ms. Amador.
HONOR CORDS: Members of the Law Journal, The Scholar, and Phi Delta Phi 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 can be obtained from the personnel in the Office of the Dean on Tuesday and Wednesday, November 16 and 17, 2021, between 10:00 a.m. – 2:00 p.m. in the Atrium Room of the Law Administration Bldg. Final determination of students in the Top 10% (Harlan Society) and the Top 20% (Honors Graduates) will be made after all grades are in and processed in June 2022 for the Class of 2022 (August 2021, December 2021, and May 2022 graduates). Therefore, laude cords cannot be issued for the December 2021 Commencement Ceremony.

GUEST TICKETS: Seating in Conference Room A is limited and guest tickets are required for the December Law Commencement. All guests need a ticket to attend; children younger than 3 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. For the December 2021 Ceremony, the number of guest tickets will be determined after the October 1 application deadline and students will be notified via e-mail of the exact number of tickets they will receive for their guests. There will be an e-ticket system and information about how to acquire the e-tickets will be sent via e-mail. Masks may be required of all graduates and guests, depending on current CDC guidelines and University policy at the time of the ceremony.

COMMENCEMENT HOODERS: Each graduate will identify one family member or friend as the person who will hood them. Your Hooder will sit directly behind you and they will hood you at the appropriate time. Your chosen hooder must be at least 14 years of age. Your Hooder will require one of your guest tickets.

LAW COMMENCEMENT CEREMONY – Conference Room A, University Center
December 15, 2021, Wednesday
12:00 p.m. – Conference Room A doors open to the public.
12:30 p.m. – Students report to the Upstairs Hallway (by Conference Room C) in the University Center and line-up; the hood is carried on your left arm.
12:50 p.m. – All students are to be in-line for the processional into Conference Room A.
1:00 p.m. – Law Commencement Ceremony begins in Conference Room A, University Center.

LAW COMMENCEMENT CEREMONY RECEPTION – Sarita Kenedy East Law Library
December 15, 2021, Wednesday
2:00 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 2021 semester is Monday, January 3, 2022, 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 and your graduation date of December 14, 2021 (the last day of the semester) will be certified to all University departments and to the State Bar Examiners. For a change of address, send written notification to Ms. Olfers at yolfers@stmarytx.edu; be sure to include your Student ID number in your message.

ABA GRADUATION SURVEY: As part of our ABA-accreditation, the law school must 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, including if you are seeking. Access your CORE account here.