

COMMENCEMENT CHECKLIST



☐ 1. Apply for Graduation via the MyUMGC student portal

Talk to your advisor to confirm you completed the degree requirements.

☐ 2. RSVP to attend Commencement via link emailed to you

If you don't receive an invitation by March 1, first check your spam/junk folder; if not found, email commencement-asia@umgc.edu.

- Please be sure to provide a voice recording of your name and answer the demographic and survey questions when you register.

☐ 3. Order regalia

- Go to Oak Hall at oakhallcg.com/pages/umgcasia to order regalia.
- Note ordering deadlines for each location are approximately one month before ceremony. Shipping may take up to one month.

☐ 4. Hang or gently press your regalia prior to ceremony

☐ 5. Attend commencement

- Bring regalia—ensure you have gown, cap, and **black tassel**. Master graduates must also bring their hood.
- We recommend you wear business casual attire and comfortable shoes.

Ceremony Location: _____

Order regalia by: _____

Ceremony Date: _____

Graduate Arrival Time: _____

Graduate Rehearsal Time: _____

Guest Seating Begins: _____

Ceremony Time: _____

Contact Us

UMGC in Asia Student Services

Email: studentservices-asia@umgc.edu

Email: commencement-asia@umgc.edu

Phone: 042-507-6544 DSN: 315-225-3680

Web: asia.umgc.edu/commencement



// Guests and Ceremony

- Each graduate may have up to two guests attend commencement. Some ceremonies may have standing room only.
- Following the ceremony, there will be a reception with complimentary light appetizers.
- There is no charge to attend the ceremony.
- **Graduates only:** Please contact commencement-asia@umgc.edu if you need accessibility accommodations.

// Regalia (cap and gown)

- All graduates are required to pre-purchase regalia from our vendor, Oak Hall.
- When ordering regalia:
 - Note different ordering deadlines depending on ceremony date.
 - Have regalia sent to your APO/FPO address. APO/FPO address are considered US addresses (so select United States as country). Do not send your regalia to UMGC.
 - Shipping may take up to one month to a stateside address (longer for off-base international addresses).
 - If you do not have a stateside phone number, enter 0000.
- If you do not receive regalia 1 week prior to your commencement ceremony, contact commencement-asia@umgc.edu.
- No regalia will be available for purchase at the ceremony.
- Regalia differs by degree (associate degree = grey, bachelor's degree = black, master's degree = black gown with hood).

// Graduate Attire at Ceremony

- Dress code (under regalia): Business casual attire and comfortable shoes.
- Be sure to hang or gently press regalia prior to ceremony.
- All graduates must wear **black tassels only**; other tassels are commemorative.
- Mortar board (cap): Graduates may decorate; should be tasteful and not offensive.
- Honor cords: UMGC will provide cords to bachelor's degree students who receive academic honors (cum laude, magna cum laude, summa cum laude). If you are an honor society member, contact the organization directly about receiving a cord.
- Sashes or stoles are optional and not provided by UMGC. These can be ordered from our vendor Oak Hall.