



OAKWOOD UNIVERSITY

GUEST GRADUATE PROCEDURES & REGISTRATION FORM

Students from other institutions may participate in the commencement ceremony at Oakwood University by meeting the following conditions:

1. Their institution's graduation occurs on the SABBATH in the month of May or June.
2. Completed the degree at an accredited institution before the date of the Oakwood University commencement.
3. Supply a letter sent directly from the degree-granting institution specifically providing permission for the student to participate in the Oakwood University commencement exercises. The letter must originate with an appropriate officer such as the Chief Academic Officer, Associate Chief Academic Officer, or Registrar and should be directed to the Vice President for Academic Administration. The letter must verify:
 - the degree
 - the major
 - the date of graduation
4. Must mail his/her diploma cover to Oakwood University Registrar's office by April 14th.
5. Must secure Academic Regalia from their home institution.
6. Guest Graduates should be aware that:
 - Participant names will **NOT** appear in the Oakwood University Commencement Program.
 - Participation is **ONLY** for Commencement service on Saturday Night.
 - Hooding for all Graduate Degrees will be performed by the Oakwood University Graduate Studies Coordinator. Therefore no guest faculty from other institutions will be permitted to perform the hooding service.
7. Complete the registration form (see below) and pay the fee to Oakwood University prior to participation. Payment is made through the Student Accounts Office. Our Registrar's Office will confirm with the participant all other requirements for participation in graduation (practice times, meeting location for marching, etc.).
 - Fee: **\$150.00** (*The fee is non-refundable, cashier's check or money order – no personal checks accepted*)
8. The **deadline** for meeting **all** of the above criteria for May graduates is **April 1, 2019**.

Revised 10/05/18

GOD First!

7000 Adventist Boulevard NW ▪ Huntsville ▪ Alabama 35896 ▪ 256-726-7346 ▪ Fax: 256-726-7199



OAKWOOD UNIVERSITY

Guest Graduate Registration Form/Agreement

Commencement 2019

I would like the honor of participating in the Oakwood University 2019 Commencement on Saturday, May 11, 2019 at 8:00 P.M. I have read and I agree to comply with the ***Procedures for Guest Graduates*** as outlined on the Guest Graduate Procedures/Registration Form and have completed the requirements for participation, including payment of the non-refundable registration fee.

Name of Graduate: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Cell Phone: _____

E-mail Address: _____

Degree: _____

College/University: _____

Honors: _____

Signature: _____

Date: _____

Deadline for May Graduates: April 1, 2019

Registrar's Office Only

Date received: _____

Letter received: _____

Fee Paid: _____