If you are planning to participate in the Commencement Ceremony:

1. Set up a “Degree/Certificate Check” appointment with a counselor through MyUH and selecting MyLeeward.
   A. Or complete the online “Application for Degree/Certificate” via https://tinyurl.com/applicationleeward

2. Know the deadlines!
   A. To have your name printed in the Commencement Ceremony Program and to participate in the Ceremony: Pay fees at the Cashier’s Office by Friday, April 20th.
   B. Any “Applications for Degree/Certificate” received after April 20th is not guaranteed to be listed in the Commencement Ceremony Program. However, you are still eligible to participate in the Ceremony.
   C. Deadline to participate in the Commencement Ceremony: Pay the fees at the cashier’s office by Wednesday, May 2nd. Any applications after May 2nd are not guaranteed to participate in the Ceremony.

3. Pay the fees at the Cashiers Office by the deadlines

4. After you complete Steps 1-3 you will receive an e-mail to your hawaii.edu account with instructions on how to RSVP (sign up) for Commencement.

5. You can ONLY RSVP (sign up to participate) online and the link will be included in the e-mail.

For updates check out our website: www.leeward.hawaii.edu/studentlife

Contact Lexer Chou at achou@hawaii.edu for questions.

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**Cap and Gown:**
Sold at the Bookstore starting April 2nd
Bookstore hours: M-F from 8am – 3:30pm
Bookstore extended hours: May 9th and May 11th until 5pm.
Cap/gowns can be purchased online for shipping rate of $8.
Cap and gown: $42
Tassel only: $8
Cap only: $14

2017 Tassels are available upon request at the Bookstore.

**Phi Theta Kappa:**
Phi Theta Kappa stoles and cords: Contact Phi Theta Kappa Advisor Michael Bauer at mbauer@hawaii.edu

**Honors Program:**
Please contact Jayne Bopp: pbopp@hawaii.edu or Michael Oishi: mtoishi@hawaii.edu
Hoods sold at the Bookstore: $19.50
Honors Program hoods are only available to students accepted into the Leeward CC Honors Program.

**Phi Beta Lambda**
Phi Beta Lambda cords please contact Warren Kawano: warrenk@hawaii.edu

Only approved hoods, stoles, and tassels are allowed at the Ceremony. Please check www.leeward.hawaii.edu/studentlife for a listing of the approved regalia.

**Commencement Ceremony Announcements:**
Information updated after March 1st. Sold at the Bookstore

**Audience Seating:**
Audience seating is on a first come first serve basis, so we recommend your family arrive between 4-4:30pm. THIS IS A NON TICKETED CEREMONY.

**Disabled Shuttle Service**
Will be available before and after the ceremony. Information will be emailed to all participating graduates.

All prices are subject to change.

Financial obligations do not prevent students from submitting their degree/certificate applications or from participating in the Ceremony. If the financial obligations are not cleared once diplomas come in, then A&R will not release the diploma until the obligation is cleared.