If you are planning to participate in the Commencement Ceremony:

1. Complete the online “Application for Graduation” via https://tinyurl.com/leewardgradapp
   - Application will be available starting February 25th.

2. Know the deadlines!
   - A. To have your name printed in the Commencement Ceremony Program: complete the application by Friday, April 19th.
   - B. After April 19th you are 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: complete the application by Wednesday, May 1st. After May 1st you are not guaranteed to participate in the Ceremony.

3. You will receive an e-mail to your hawaii.edu account with instructions on how to RSVP (sign up) for the Commencement Ceremony approximately 1-2 weeks after you complete the application. Emails will be sent out starting March 1st.

4. You can ONLY RSVP (sign up to participate) via the link.

Reminder: Pay the fees online via MYUH or at the Cashier’s Office. For updates check out our website: www.leeward.hawaii.edu/studentlife: Commencement tab

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

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**Cap and Gown:**
Cap and gowns must be purchased at the Leeward CC Bookstore, available starting April 1st.
- Bookstore hours: M-F from 8am – 3:30pm
- Bookstore extended hours: May 10th until 5pm.
- Cap/gowns can be purchased online for shipping rate of $8.
- Cap and gown: $41.95
- Tassel only: $8.95
- Cap only: $14.95

2018 Tassels are available upon request at the Bookstore.

**Phi Theta Kappa:**
Phi Theta Kappa tassels, 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: $19.95
Honors Program hoods are only available to students accepted into the Leeward CC Honors Program.

**Phi Beta Lambda**
Phi Beta Lambda cords please contact Doug Choy: dchoy@hawaii.edu

**Veterans**
Contact LeeAnne Egan: leeanne@hawaii.edu

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

**Commencement Ceremony Announcements:**
Sold at the Bookstore for $0.50 starting April 1st

**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.