



Congratulations Class of 2023!

Graduates,

This is the third of several messages you will receive about Commencement 2023. Look for these emails on Fridays. Please submit any questions you have to graduation@rit.edu and we will include responses in future messages. For the most up-to-date information, check rit.edu/commencement, any time! Please share the website with your family and friends so they too have all the up-to-date information.

Caps and Gowns – What You Need to Know

- You must wear caps and gowns, also called academic regalia, to participate in commencement ceremonies.
- Graduating students are not charged for their regalia.
- Undergraduates including certificates, associate's, bachelor's, graduate advanced certificates, and master's degree candidates do NOT have to place an order for regalia; and your cap and gown is yours to keep.
- **Ph.D. Candidates:** RIT has its own, university-specific doctoral regalia. These are available for all eligible Ph.D. candidates to rent for their ceremonies. RIT pays for your rental, however you are responsible for any damages and/or replacement costs. An Academic Regalia Rental Agreement must be filled out and signed before your rented regalia will be released to you (or whomever you designate to pick up your regalia for you), so please plan accordingly.
- **Ph.D. Candidates DO need to place an order for regalia** at <https://www.buildagrad.com/rit> before **March 26, 2023 at 11:59 p.m.** If you **do not place your order by then, you will not be able to get regalia.** Your doctoral hood is a gift from your academic department and is yours to keep. You will receive your hood from your academic department.

What do I need to wear?

- Undergraduate students wear a cap and a gown; if you are graduating with honors, you will get two gold cords knotted together regardless of the level of academic honors you earned.

- Master's students wear a cap, gown, and hood that represents their area of study.

Where/when can I get my regalia?

- Cap and gown pick-up – Tuesday, May 9, through Thursday, May 11, at 175 Jefferson (formerly the Radisson Hotel).

Hours for regalia pick-up:

Tues, May 9, 2023: 11 a.m. – 7 p.m.

Wed, May 10, 2023: 11 a.m. – 7 p.m.

Thurs, May 11, 2023: 10 a.m. – 4 p.m.

Note: The RIT Buses stop at 175 Jefferson Road. Board the bus at the stop in F Lot.

Bus Schedule on 5/9 and 5/10:

- 3 Park Point - 175 Jefferson 7:00 AM 6:20 PM
- 10 175 Jeff-Perkins-Park Point 6:30 PM 7:57 PM

Bus Schedule on 5/11: 17 Summer Campus Shuttle Full day

- Balfour staff will be on hand Friday and Saturday at both the Gordon Field House and Gene Polisseni Center for last minute regalia needs.

Can I wear other cords, stoles, medals, etc.?

- Yes! Feel free wear any stoles, cords, pins, medals, etc. that you've earned and to decorate your cap. These items will not be distributed at 175 Jefferson Road. Contact your club, group, or organization for more information.

How do I wear my cap and gown? What side is the tassel on?

- Check out these academic regalia videos: [Undergraduate](#) and [Graduate](#)
- Tassels should be on the right; once degrees are conferred by Dr. Munson, you will be asked to move your tassel to the left.
- Staff will be on hand at each ceremony to help and answer questions.

What else to I need to know?

- Honors designation as noted in the Commencement Book is based on GPA at the end of the preceding fall semester.
Final honors designation will be noted on your transcript. Official honors designations include:
 - Cum Laude is equal to a cumulative GPA of 3.40 or greater
 - Magna Cum Laude is equal to a cumulative GPA of 3.60 - 3.79 or greater
 - Summa Cum Laude is equal to a cumulative GPA of 3.80 - 4.00 or greater

- Approximately 10 weeks after graduation, you will receive your diploma in the mail from the Registrar's Office. Your degree must be certified before your diploma can be sent. The Certification Calendar can be found [here](#). **Please be sure your mailing address information is correct in SIS.** If needed, you can set up a special diploma mailing address. Note that if you have a hold on your account, your diploma will not be sent until the hold has been removed. Questions? Contact the Office of the Registrar (link below).

REMINDER - As a Reminder – You Need to Apply for Graduation by April 1, 2023.

If you are eligible, the Office of the Registrar will send you an email asking you to complete the application for graduation in Student Information System (SIS). Access SIS by going to: <http://sis.rit.edu>.

In the SIS system, you can change your permanent address or set up a special one for diploma delivery, as well as edit how your name will appear on the diploma. Approximately 10 weeks after graduation, you will receive your diploma in the mail from the Registrar's Office. Please [create a ticket with the Registrar's office](#) if you need assistance.

Apply by April 1, 2023 to ensure your name appears in the Commencement Book. No exceptions will be made if you miss the deadline! Our best advice is to apply for graduation as soon as you receive the email from the Registrar.

Next update: Commencement Celebrations for your Calendar!

Enjoy spring break!!!

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