



# REGALIA GUIDELINES FOR COMMENCEMENT CEREMONIES

The regalia registration process exists to ensure that graduates are able to appropriately celebrate and recognize their achievements and involvements while at UW-Whitewater. These guidelines help limit duplication and assist in supporting a decorous ceremony.

The University reserves the right to remove any regalia that is not in line with the goals of the commencement ceremony.

Black gowns and caps are required for participation in the ceremony.

## STOLES/CORDS

Stoles and cords are optional regalia components. In addition to academic honors, stoles and cords, tasteful, appropriate designs that commemorate recognized university organizations or groups are welcome.

### Eligible to Have Commencement Regalia

Recognized student organizations OR university programs

### Registration Process

Any group wishing to have special regalia must complete a registration form no later than 4 weeks in advance of commencement.

The form can be found at: <https://orgsync.com/112862/forms/186488>.

### Design Guidelines

University identity standards must be followed whenever the university's name, images or logos are being used. The standards can be found at: <http://www.uww.edu/news/campus-identity-standards>. National organization/association guidelines should also be referenced.

### Purchasing Guidelines

When looking for vendors, consider contacting the University Bookstore no less than 6 weeks prior to commencement. If you choose off-campus vendors, please follow all applicable university licensing and purchasing policies. Those policies can be found at:

University Licensing: [http://os\\_extranet\\_files\\_test.s3.amazonaws.com/36070\\_80253\\_licensingStudentGroups.pdf](http://os_extranet_files_test.s3.amazonaws.com/36070_80253_licensingStudentGroups.pdf)

Other Policies: [http://connectuww.orgsync.com/org/cld/Policies\\_Procedures](http://connectuww.orgsync.com/org/cld/Policies_Procedures)

**Cap decoration is allowed as long as it does not detract from anyone's enjoyment of the ceremony.**

**Please take into consideration the following should you choose to decorate your cap. Failure to follow these rules means you will have to purchase a replacement cap to participate in the ceremony.**

1. *No offensive language: sayings, nicknames, advertising, pictures or lyrics are allowed.*
2. *No objects taller than 1/2" such as signs, electronics, stuffed animals, bells, flowers, or other 3D object, may rest on the cap. All decorations must lay flat and not protrude beyond the edge or hang over the cap.*
3. *No battery operated devices should be placed on the cap, such as lights.*
4. *Caps cannot make noise.*

The University reserves the right to disallow anything that is not considered appropriate for commencement ceremony.

## Guideline Review

The regalia registration process and caps policy will be reviewed twice annually after each ceremony as part of the program review/evaluation process. Changes to the guidelines will be made at that time. The review will be initiated by the Registrar or their designee.

Contact with Questions:  
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