

UNT D Employee Commencement Cord Request

On behalf of Staff Council, UNT Dallas employees who are also graduating from UNT Dallas have the opportunity to wear the UNT Dallas Staff Commencement Cord when participating in the commencement ceremony. The cord is a combination of one green cord and one blue cord. Any person directly, and currently, employed by UNT Dallas who is graduating with a degree from UNT Dallas can request to wear the cord. The cord is presented at no cost to full-time staff on behalf of Staff Council. For student employees, the cord can be purchased by the student or the student's supervising department. It is up to the discretion of the supervising department whether the cord is payed for by the department or by the student.

We thank you for your service to UNT Dallas, and congratulate you on your outstanding academic achievement!

Instructions -

Full time Staff

- 1) Complete this form.
- 2) Obtain your department supervisor's signature.
- 3) Submit the signed form to the Registrar's Office to obtain your cord.

Student Employees

- 1) Complete this form.
 - 2) Obtain your department supervisor's signature.
 - 3) Carry this form to the Bookstore and purchase your cord.
- Or
- 4) Have your department's purchasing designee carry this form to the Bookstore and purchase the cord on your behalf.

Employee Information

EMPLID: _____ Date: _____

Applicant Name: _____
Last First M.I.

Job Title: _____

☐ Part Time ☐ Full Time ☐ Student Employee

Supervisor _____ Department: _____

Approval

Supervisor Signature

Date

*Temporary employees must request approval from their supervising department to be eligible.

**Former employees are not eligible.