



**COLLEGE OF BUSINESS
ADMINISTRATION**

THE UNIVERSITY OF TOLEDO

CONVOCATION DETAILS

- DATE:** May 8, 2009
- LOCATION:** Nitschke Auditorium – Nitschke Hall
- STARTING TIME:** 5:30 p.m.
- GRADS ARRIVE:** 5:00 p.m. – upon arrival, check in, then find your department sign – a department representative will line you up for the ceremony
- PARKING:** Students and guests are invited to park in Lots 19 and 20 (map on College website)
- RSVP:** **Return Reservation Form no later than April 13, 2008**
- Be sure to indicate number of guests and if additional tickets are desired should they become available. We will not know this until after the initial RSVP's are received, but will notify you as soon as we know.
- Tickets may be picked up from the Office of the Dean, Stranahan Hall 5019, beginning April 27 and must be distributed to your guests prior to the ceremony. **Information will be available on our website by April 23rd as to location and times for ticket pick-up.** Seating will be available to guests upon entrance to the building.
- ATTIRE:** Students should come dressed in academic regalia. These may be obtained from the Bookstore.
- SEATING:** Graduates will be seated on the stage. No food or beverage is allowed in the Auditorium.
- Guests will be seated according to reserved ticket upon arrival.
- DIFFERENCES IN COLLEGE AND UNIVERSITY CEREMONIES:** The College of Business convocation ceremony is for College of Business Administration students only. It will be a more personal ceremony.
- Diploma cases will be distributed during the University ceremony only.
- A professional photographer will be present only at the University ceremony to take formal photos.
- QUESTIONS:** Contact Sandy Whitman at 419-530-5426 or sandra.whitman@utoledo.edu
- INFORMATION:** All graduation information is posted on the College's website: www.utoledo.edu/business. Check back often for any updates.

CONGRATULATIONS AND ENJOY THE EVENT – THIS IS YOUR MOMENT!