



College of Business
Administration
Office of the Dean

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Dear Graduation Candidate:

Congratulations on your upcoming graduation! In addition to the University-wide graduation ceremony, the College of Business Administration will hold its own special ceremony for the May and August 2009 graduates on **Friday evening, May 8**. It will begin promptly at 5:30 p.m. in the Nitschke Hall Auditorium (a map is available on our website). Please arrive no later than 5:00 p.m. to check in and line up for procession into the Auditorium. Graduates are asked to dress in academic regalia and each candidate will be recognized individually during this event. If you are graduating with honors you will be notified separately to pick up your honors cord at the Registrar's Office.

We invite you to attend this ceremony. Due to the large number of expected attendees, **all guests will need a reserved ticket**. At this point, graduates are limited to three guest tickets. We have included a detailed information sheet about the College ceremony with this letter as well as an RSVP sheet. **Due to space limitations, it is imperative that you return the reservation form in order to attend the event**. On the form there is a space for information to be filled out regarding how many guests will be attending on your behalf (current limit of 3 guests + yourself on the stage). There is also a space on the form to indicate if you would like additional tickets should they become available. Once again, **all guests will need a ticket to attend the ceremony and seating will be reserved**. RSVP forms must be filled out and submitted to the Office of the Dean **no later than April 13, 2009**.

Also enclosed is a card for you to complete and bring with you to the ceremony. **This is your ticket to the event and you MUST bring it with you and be checked in upon arrival**. The information on this card will be read as your name is announced and you walk across the stage. If you have any questions, please call Sandy Whitman in the College of Business Administration Dean's Office (419) 530-2558 or e-mail Sandra.Whitman@utoledo.edu. Please note that all these graduation materials are also available on our website: www.utoledo.edu/business. Check the website often for any updates to graduation information.

You are also invited and encouraged to attend the University-wide ceremony on Sunday, May 10 at 2 p.m. in the John F. Savage Arena. It is at this Sunday ceremony where diploma cases will be distributed and the official photographer will take your formal picture.

Again, congratulations on your important achievement, and I look forward to seeing you at the College and University ceremonies on May 8 and 10.

Sincerely,

Thomas G. Gutteridge
Dean and Professor of Management

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