



Fall Commencement

Saturday, December 15, 2018

8:00 A.M. • John F. Savage Arena Main Campus

Graduate Commencement Guide

This is a graduate student ceremony that includes candidates from all colleges, with the exception of the College of Law.

Name Cards

Name card distribution will take place Monday December 10, through Friday, Dec. 14. Graduation candidates will pick up their name cards at the **Office of the Registrar in Rocket Hall, room 1100, between the hours of 8:30 a.m. - 5 p.m. Please bring a photo ID.** Candidates must bring this name card to the commencement ceremony to have their names announced. During the ceremony, each candidate will receive a commemorative diploma case, hand his/ her name card to the announcer to have their name read, then walk across the stage to be congratulated by their college dean, President Sharon L. Gaber and a member of the Board of Trustees. Candidates will then return to their seats for the remainder of the ceremony.

Ceremonial Hooders

In addition to your dissertation or doctoral project advisor, each doctoral candidate is able to invite a qualified individual to perform the hooding. All ceremonial hooders must hold doctoral-level degrees and are required to obtain advanced approval from the College of Graduate Studies to participate. Ceremonial hooders are required to wear academic regalia in order to participate in the ceremony.

Academic Regalia

Caps, gowns, tassels, hoods, and announcements are purchased at the University Bookstore. If you have questions about regalia, please contact the bookstore at (419) 530-2516.

Guests

Admission to the ceremony does not require a ticket; however, guest seating in Savage Arena is on a first-come, first-served basis. Guests should enter the arena using the Charles A. Sullivan entrance. Ushers will be available to direct guests to seats offering the best view of a particular college.

The Ceremony

Candidates will line up with their appropriate colleges in the **lower level** of the arena. All students should enter the arena through the Charles A. Sullivan entrance. Ushers will direct candidates to designated lineup locations. Candidates should begin lining up by 7:15 a.m. We will begin pre-seating promptly at 7:40 a.m.

West – Sullivan Entrance Side

Doctoral Candidates
College of Pharmacy and Pharmaceutical Sciences
College of Nursing
College of Medicine and Life Sciences
College of Business and Innovation

East- Old Box Office Side

College of Natural Sciences and Mathematics
College of Health and Human Services
College of Arts and Letters
College of Engineering
Judith Herb College of Education

Photographs

Each candidate is professionally photographed as he/she proceeds across the stage. Approximately three weeks after the ceremony, each candidate will receive a proof of the pictures taken along with ordering instructions. For more information about the photographs, please call Grad Images at (800) 424-3686.

Parking/Accessibility Concerns

Candidates and guests requiring parking accommodations due to a disability should refer to the Directions and Parking map located on the Provost Office website <http://www.utoledo.edu/commencement> . Parking Lot 4 is available for those who have state-issued handicapped parking passes. Parking Lots 18 and 19 provide wheelchair access shuttle bus transportation from the lots to the main entrance of Savage Arena. After the ceremony, buses will return guests to Lots 18 and 19. Shuttles will run 90 minutes prior to the ceremony and 90 minutes after. Seating areas are available in Savage Arena for guests who use wheelchairs, with family seating nearby.

Diploma

Graduates can expect to receive their diplomas within 45 days following commencement. Diplomas are ordered after your college has reviewed your degree requirements and has cleared you to graduate. Diplomas will be mailed to the address reported on the Application for Graduation. Updating your address online **does not** change your diploma mailing address. Updates to this address can be made via email at graduation@utoledo.edu. The mailing of your diploma will be delayed if there are any holds on your student record (i.e., parking tickets, financial obligations, library fines).

Transcript

Degrees are posted to the transcript within 30 days of the commencement ceremony. Transcript information is located on the Registrar's Office website: <http://www.utoledo.edu/offices/registrar/transcripts.html>.

Inclement Weather Plan

In the event of Inclement Weather, cancellation notifications will be sent through the University's UT Alert System. The Inclement Weather date is Sunday, December 16, 2018. Additional information on the Fall 2018 Commencement Inclement Weather Plan can be found at www.utoledo.edu/commencement.

Additional Tips

- Leave personal items like coats and purses with guests. There are no facilities available for storing these items.
- Arrive no later than 7:15 A.M. to allow adequate time to line up with your college. Late arriving graduates will not be able to sit with their college.
- Wear additional academic regalia that correspond with your honor society (e.g., sash, medal, ribbon, etc.).
- The ceremony will be webcast live at video.utoledo.edu.

Please note: If you applied for graduation after October 15, 2018, your name will not appear in the commencement program. If you have questions or concerns, please email graduation@utoledo.edu.