



Fall Commencement

Saturday, December 19, 2009
10:00 a.m. • John F. Savage Arena
(Main Campus)

Commencement Guide

This is a single University-wide ceremony that includes graduates from all colleges, except Law.

Candidates should begin lining up 30 minutes prior to the ceremony.

Academic Regalia

Caps, gowns, tassels, and announcements for all students are available for purchase from the Main Campus University Bookstore. The bookstore sends detailed information to each candidate. 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, seating is on a first come, first served basis. Please enter the John F. Savage Arena through the Charles A. Sullivan Athletic Complex entrance.

The Ceremony

All candidates will line up with their appropriate colleges in the **lower level** of the John F. Savage Arena. Begin lining up no later than 9:30 a.m. Enter Savage Arena through the Charles A. Sullivan Athletic Complex entrance. Ushers will assist you in getting to the appropriate line-up locations.

West - Sullivan Entrance Side

All Doctorate Candidates
College of Medicine
College of Business Administration
Judith Herb College of Education
College of Pharmacy
College of Nursing

East – Hall of Fame Side

University College
College of Arts & Sciences
College of Health Science and Human Service
College of Engineering

Name Cards. Complete and bring the enclosed name card with you to commencement. If your name is difficult to pronounce, please write it phonetically on the card to ensure its proper pronunciation at the ceremony. Additional cards will be available at the ceremony. Each candidate will walk across the stage, hand his/her name card to the announcer, have his/her name read, receive a commemorative diploma case, and be congratulated by the dean and a member of the Board of Trustees. Candidates then return to their seats for the remainder of the ceremony.

Tassel. During the processional and the ceremony, the tassel should be worn on the front right of the cap to represent an associate or baccalaureate degree candidate. Education Specialists, Masters and Law degree tassels are worn on the back right. Doctoral degree tassels are worn on the back left. At the conclusion of the ceremony, the President will instruct graduates to move the tassel to a position that represents the newly conferred degree.

Photographs

A professional photograph is taken of each candidate as he/she processes across the stage. Approximately three weeks after the ceremony, each candidate will receive a proof of the picture taken along with ordering instructions. For more information about the photographs, please call Chappell Studio Inc. at (800) 424-3686.

Accessibility Concerns

Candidates and guests requiring accommodation assistance because of disability should call the Office of Accessibility at (419) 530-4981, TDD (419) 530-2612 by December 4, 2009.

Diploma

Graduates can expect to receive their diplomas within 30 days following commencement. Diplomas will be mailed to the address reported on the Application for Graduation. Updates to this address can be made by calling the Registrar's Office at (419) 530-4829 or via email at graduation@utoledo.edu. You may not pick up your diploma directly from the Registrar's Office unless you have previously requested to do so. 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). In all instances, the awarding of a degree is subject to the completion of degree requirements.

Transcript

Degrees are typically posted to the transcript record within 30 days of the commencement ceremony. If you order a transcript before your degree is posted to your record, mark the appropriate space on the request form to indicate that the transcript should be sent after the degree is posted.

Honors

Undergraduate candidates with an overall GPA of 3.30 or higher are qualified to graduate with scholastic distinction. This GPA is calculated using all undergraduate coursework taken at The University of Toledo and all undergraduate coursework taken at other institutions, as well as any grades deleted or forgiven in accordance with UT's Board of Trustees approved policies. Eligible candidates will be distinguished at the commencement ceremony based on all academic work completed prior to the fall 2009 term. Qualified students have been notified by mail.

Tips for an Extraordinary Ceremony

- **Leave personal items like coats and purses with guests. There are no facilities available for storing these items.**
- Arrive early enough to allow adequate time to line up with your college.
- Bring any number of guests you wish.
- There is no rehearsal for the ceremony. Thus, it is important to follow the Marshals from your college. They will assist you as you line up and lead you to your seat.
- Wear additional academic regalia that corresponds with your honor society (for example sash, medal, ribbon, pins, etc.).