



Fall Commencement

Saturday, December 14, 2019

1:00 p.m. Ceremony

John F. Savage Arena, Main Campus

1 p.m. Ceremony Commencement Guide

This guide is for the 1 p.m. Fall 2019 Commencement Ceremony that includes the College of Business and Innovation, the College of Health and Human Services, the College of Medicine and Life Sciences, the College of Nursing, and University College. Please note that if you are a Doctoral Candidate in any of the aforementioned colleges, you are scheduled to attend the 9 a.m. ceremony and not the 1 p.m. ceremony.

The Ceremony

Candidates will line up with their appropriate colleges in the lower level of the arena. Graduate students will line up at the front of their college's line followed by undergraduate students. 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 **12:15 p.m.** We will begin pre-seating promptly at **12:40 p.m.**

West- Sullivan Entrance Side

College of Medicine and Life Sciences

College of Business and Innovation

East- Old Box Office Side

College of Health and Human Services

College of Nursing

University College

Name Cards

Name card distribution will begin on Monday, December 9th through December 13th. Graduation candidates will pick up their name card at the **Office of the Registrar located in Rocket Hall, room 1100 between the hours of 8:30am-5:00pm. Please bring a photo ID with you.** Candidates must bring this name card to the commencement ceremony in order to have their name 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 Gaber and a member of the Board of Trustees. Candidates will then return to their seats for the remainder of the ceremony.

Academic Regalia

Caps, gowns, tassels, 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.

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 photographs, please call Grad Images at (800) 261-2576 or visit www.gradimages.com.

Parking/Accessibility Concerns

- Areas: 5 and 6 are recommend areas to park for graduation candidates.
- Areas: 1N, 1S, 2 (including East Ramp Parking Garage), and 10 are recommended areas for guest parking.
- 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>.
- Guests/family members/friends who have a state issued disability parking permit needing to access disability parking can park in Lot 4 off of Douglas Road (Spaces in Lot 4 are available on a first come first serve basis). Parking will be available in Lot 18 and 19 to the main entrance near the northeast ramp to Savage Arena (shuttles run 90 minutes before and after the ceremony). Additional parking areas: 8, 9, 20 and 28.
- 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. Update your diploma mailing address at: <http://www.utoledo.edu/offices/registrar/webforms/diplomaaddressupdate.html>. **Students should make diploma address updates prior to the last day of their graduation term.** 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>.

Honors

Undergraduate candidates with a higher education 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, 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. No student will be awarded a level of honors above that indicated by the University of Toledo GPA. Eligible candidates will be distinguished at the commencement ceremony based on all academic work completed prior to the term of graduation. Qualified students will be notified by email as to when and where they may collect their honors cord.

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 15, 2019. Additional information on the Fall 2019 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 12:15 p.m. to allow adequate time to line up with your college. Late arriving graduates may 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 9, 2019 your name will not appear in the commencement program. If you have questions or concerns, please email graduation@utoledo.edu.