



# Spring Commencement

**Saturday, May 4, 2019**

**3 p.m. • Glass Bowl, Main Campus**

---

## Graduate Commencement Guide

---

This is a graduate student ceremony that includes candidates from all colleges, with the exceptions of the College of Law and the College of Medicine and Life Sciences.

### Name Cards

Name card distribution will begin on Monday, April 22<sup>nd</sup> through May 3<sup>rd</sup>. Graduation candidates will pick up their name card at the Registrar's Office 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 the College of Graduate Studies Dean, President Gaber and a member of the Board of Trustees. Candidates will then return to their seats for the remainder of the ceremony.

### Ceremonial Hooders

Each doctoral candidate will be hooded by their dissertation/doctoral project advisor or a qualified individual invited by the candidate. All ceremonial hooders must hold doctoral-level degrees and are required to obtain advanced approval from the College of Graduate Studies to participate. Students may make these requests by contacting [GCAcademicSvcs@utoledo.edu](mailto:GCAcademicSvcs@utoledo.edu). 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. All students participating in commencement must wear appropriate regalia. If you have questions about regalia, please contact the bookstore at (419) 530-2516.

### Guests

Seating is on a first-come, first-served basis and no tickets are required. Guests may enter the stadium using gates A through F. Ushers will be available to direct guests to seats offering the best view of a particular college.

### The Ceremony

Master's, Certificate and Educational Specialist candidates will line up with their appropriate colleges in Parking Area 10 in front of the Larimer Athletic Complex. Doctoral candidates and their advisors will line up with the College of Graduate Studies also in Parking Area 10 in front of the Larimer Athletic Complex. Ushers will assist candidates in getting to designated line-up locations. Candidates should begin lining up at 2:15 pm. Candidates will be seated at 2:40 pm.

#### West Tower – Tennis Court Side

College of Graduate Studies  
College of Pharmacy and Pharmaceutical Sciences  
College of Health and Human Services  
College of Engineering

#### East Tower – Visitor Locker Room Side

College of Nursing  
Judith Herb College of Education  
College of Arts and Letters  
College of Natural Sciences and Mathematics  
College of Business and Innovation

## 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. Family and guests are free to take pictures from the stands, but may not come down onto the field.

## Accessibility Parking

Candidates and guests requiring parking accommodations due to a disability should refer to the Directions and Parking map <http://www.utoledo.edu/commencement/parking/parking-glassbowl.html>. Parking Lot 9 is devoted to those who have state-issued handicapped parking passes. Parking Lots 18 and 19 provide wheelchair access shuttle bus transportation from the lots to the Glass Bowl. After the ceremony, buses will return guests to Lots 18 and 19. Shuttle service will run for an hour and a half prior to the ceremony and an hour and a half after. Seating areas are available in the Glass Bowl for guests who use wheelchairs, with family seating nearby. All other guests and candidates should refer to <http://www.utoledo.edu/commencement/parking/parking-glassbowl.html> for parking information.

## 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. Updates to this address can be made via email at [graduation@utoledo.edu](mailto: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. Additional information on the spring 2019 Commencement Inclement Weather Plan can be found at [www.utoledo.edu/commencement](http://www.utoledo.edu/commencement).

## Additional Tips for Candidates

- Rehearsal for doctoral candidates will be held on Friday, May 3<sup>rd</sup> at 1 p.m. Candidates and their advisor and/or ceremonial hooder are strongly encouraged to attend. Additional information will be sent closer to the ceremony. There is no rehearsal for candidates for Master's or Education Specialists Degrees or Graduate Certificates.
- Leave personal items like coats and purses with guests. There are no facilities available for storing these items.
- Arrive no later than 2:15 p.m. to allow adequate time to line up with your college. Late arriving graduates will not be able to sit with their college.
- Wear sash, medal, ribbon, etc. that corresponds with your honor society
- The ceremony will be webcast live at [video.utoledo.edu](http://video.utoledo.edu).

**Please note:** If you applied for graduation after March 8, 2019, your name will not appear in the commencement program. If you have questions or concerns, please email [graduation@utoledo.edu](mailto:graduation@utoledo.edu).