To the Class of 2017 Graduates, their Families, and Friends:

On behalf of all of us at the University of Central Florida, I congratulate the members of the graduating class. Faculty members and staff members have planned what promises to be a special event for our university. Let this “Commencement Guide” answer your commencement questions and help make this occasion enjoyable for you and your family.

Commencement is a significant occasion in the life of any student. It marks the completion of a period of studying, learning, developing, adapting, accomplishing, and contributing. All of these activities prepare UCF’s graduates for successful careers and for service as leaders in our society. The commencement ceremony itself is a moment of collective pride and shared joy as well as a recognition of the significant accomplishments of our graduates.

Congratulations graduates, and welcome families and friends.

Cordially yours,

John C. Hitt
President
**Table of Contents**

Countdown to Commencement.................................................................................................................. 4
Commencement Schedule of Events ........................................................................................................ 5
Commencement Ceremony Viewing Options .......................................................................................... 6
Degree Requirements, Diplomas, and Transcripts ............................................................................... 7
Official Academic Regalia....................................................................................................................... 8
Academic Regalia Tassel and Hood Colors............................................................................................ 9
Ticket Information .................................................................................................................................. 12
Simulcast Viewing Locations Map.......................................................................................................... 14
Helpful Tips for the Graduate .............................................................................................................. 15
Reader Card Information and Instructions ............................................................................................ 16
Graduate Processional, Individual Recognition, and Recessional Instructions ................................. 17
Information for Individuals with Disabilities ....................................................................................... 18
Information to Share with Your Guests ................................................................................................. 19
CFE Arena Policies ............................................................................................................................... 20
Important Phone Numbers ..................................................................................................................... 21
Commencement Parking Guide Map and CFE Arena Address ............................................................ 22
Accommodation Information ................................................................................................................ 23
UCF Bookstore Advertisement ............................................................................................................. 24
Commencement Photography Information Advertisement ................................................................. 25
UCF Graduate Studies Advertisement .................................................................................................. 26
Herff Jones: Cap and Gown Rental Advertisement .............................................................................. 27
Career Services Advertisement ............................................................................................................ 28
Commencement Committee .................................................................................................................. 29
Countdown to Commencement

Feb 6 - 9
Optional grad fair event where you can order your official cap and gown at the UCF Bookstore, John T. Washington Center location, February 6 - 9, from 10:00 a.m. to 5:00 p.m. Herff Jones Representatives will be on site with class rings and announcements.

Feb 6 – March 17
Online cap and gown ordering begins for all UCF campuses at www.herffjones.com/college/ucf. Candidates will receive commencement tickets in their rental package. See page 12 for details on tickets. 
*Note: renting a cap and gown does not make a graduate eligible to obtain commencement tickets. Graduates must file the Intent to Graduate form by March 3.*

March 3
Deadline to file Intent to Graduate form. To complete the form, log onto https://my.ucf.edu and follow this navigation: Student Self Service > Student Center > other academics (drop down menu) > Intent to Graduate: Apply. Graduates should notify the Registrar’s Office immediately of any changes in graduation plans at (407) 823-3100 or in person at Millican Hall, Room 161.

March 17
Deadline for ordering rental regalia and nursing pins online at www.herffjones.com/college/ucf.

April 24 - 27
Regional area campus candidates pick up tickets, reader cards, and official caps and gowns at designated area campus bookstores (Cocoa, Daytona Beach, Palm Bay, and Rosen only).

April 24 - 28
Candidates can enter the extra ticket lottery online. Log onto https://my.ucf.edu and follow this navigation: Student Self Service > Student Center > My Academics (drop down menu) “Other academic…,” choose “Commencement Ticket Lottery” and click on the >> button. Follow the instructions to apply for up to 5 extra commencement tickets. **Extra tickets are not guaranteed.**

April 24 - 28
Orlando campus candidates who ordered their official caps and gowns on or before the **March 17** deadline may pick up tickets, reader cards, and official caps and gowns at the UCF FAIRWINDS Alumni Center across from the CFE Arena.

April 26 - 28
Orlando campus candidates who did not pre-order their official caps and gowns may pick up tickets, reader cards, and official caps and gowns at the UCF FAIRWINDS Alumni Center across from the CFE Arena.

May 1
Lottery results will be e-mailed to graduates’ Knights e-mail addresses by 6:00 p.m.

May 2 - 3
Winners of the extra ticket lottery can pick up their tickets at the Barnes & Noble at UCF near the CFE Arena during store hours. **Lottery winners forfeit any tickets not picked up by 5:00 p.m. on May 3.** The forfeited tickets will be available on a first-come, first-served basis at the CFE Arena box office two hours prior to each corresponding commencement ceremony.

May 4 - 6
**COMMENCEMENT**

May 6
Deadline for ALL rental regalia returns. All rental regalia, specifically gowns, hoods, and tams, must be returned immediately following the commencement ceremony at the Barnes & Noble at UCF near the CFE Arena. Bachelors and Masters graduates are allowed to keep the cap and tassel only.

Credit cards will be charged full price for any regalia not returned by **5:00 p.m. on May 6.** The prices are $400.00 for bachelor’s, $800.00 for master’s, and $1,350.00 for doctoral regalia. Refunds are possible with the exception of a late fee ($40.00 for bachelor’s, $60.00 for master’s, and $80.00 for doctoral regalia) if regalia is returned in original condition after credit cards have been charged.
Commencement Schedule of Events

The commencement ceremonies will be held May 4 - 6. A ticket is required for each guest entering the Arena. This includes children and infants.

Ceremony by college:

**Thursday, May 4**
- 9:00 a.m. College of Arts and Humanities (up to 5 tickets)
- College of Engineering and Computer Science (up to 5 tickets)
- College of Optics & Photonics (up to 5 tickets)
- 2:30 p.m. College of Graduate Studies (up to 5 tickets)
- College of Medicine (up to 5 tickets)
- College of Undergraduate Studies (up to 5 tickets)
- Rosen College of Hospitality Management (up to 5 tickets)

**Friday, May 5**
- 9:00 a.m. College of Business Administration (up to 5 tickets)
- 2:30 p.m. College of Education and Human Performance (up to 5 tickets)
- College of Nursing (up to 5 tickets)

**Saturday, May 6**
- 9:00 a.m. College of Sciences (up to 5 tickets)
- 2:30 p.m. College of Health and Public Affairs (up to 5 tickets)

Ceremony timelines:

*Note: Guests should anticipate long lines and wait times and leave purses, backpacks, and large bags at home to expedite new security screenings. Bags larger than 12” x 16” x 12” are not allowed inside the Arena.*

**All 9:00 a.m. Ceremonies**
- 7:00 a.m. Arena box office opens. Distribution of extra tickets begins for this ceremony on a first-come, first-served basis, if available. **Extra tickets are not guaranteed.**
- 7:30 a.m. Graduates arrive at the CFE Arena
- Doors open for guests and graduates
- 8:00 a.m. Graduates begin lining up
- 8:40 a.m. Graduate processional begins
9:00 a.m. Commencement ceremony begins
11:00 a.m. Approximate time ceremony ends

**2:30 p.m. Ceremony**
12:30 p.m. Arena box office opens. Distribution of extra tickets begins for this ceremony on a first-come, first-served basis, if available. *Extra tickets are not guaranteed.*
1:00 p.m. Graduates arrive at the CFE Arena
Doors open for guests and graduates
1:30 p.m. Graduates begin lining up
2:10 p.m. *Graduate processional begins*
2:30 p.m. Commencement ceremony begins
4:30 p.m. Approximate time ceremony ends

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**Commencement Ceremony Viewing Options**

**Simulcast Viewing Information:** Guests who do not have tickets for CFE Arena seating will have the opportunity to view the live ceremony telecast in the UCF *FAIRWINDS* Alumni Center and the Student Union. The Alumni Center will open at 8 a.m. and seating is available on a first-come, first-served basis. The Student Union will open at 7 a.m. on May 4 and 5, and will open at 9 a.m. on May 6. Tickets are not required for the live telecast. See map on page 14 for simulcast locations.

The simulcast viewing is closed captioned.

**Live Internet Broadcast:** The commencement exercises are available for viewing over the World Wide Web. The address is [http://oir.ucf.edu/webcast](http://oir.ucf.edu/webcast).
Degree Requirements, Diplomas, and Transcripts

Degree Requirements

- All degree requirements and incomplete grades must be completed by April 24.

- Incomplete grades will prevent a candidate from graduating. If this occurs, the candidate must reapply to graduate in a later semester. Grade changes must be completed one week after graduation. Graduates may direct questions to the Registrar’s Office at (407) 823-3100.

- Diplomas and official transcripts are not provided until all degree requirements are certified by the college advising office and awarded by the Registrar’s Office after the commencement ceremony. Your college’s advising office will notify you of any deficiencies of degree requirements via your Knight’s email account. Contact your college advising office if you have any questions regarding your status. Official transcript must be ordered online via https://my.ucf.edu. If ordering in advance, please use the “Hold For Degree” option.

Diplomas

- Diploma covers are distributed at the ceremony. Bachelor’s and master’s diplomas are not distributed at the ceremony. They are mailed to graduates once grades are confirmed. Doctoral diplomas will be inside the diploma cover given to graduates during the ceremony.

- Approximately 6-10 weeks after commencement, all bachelor’s and master’s diplomas will be mailed to the address indicated on the student’s Intent to Graduate form. Diploma mailing addresses for undergraduate degrees must be updated by contacting the Registrar’s Office. Diploma mailing addresses for master’s degrees must be updated by contacting Graduate Studies.

- Diplomas will not be issued if the graduate’s record is on hold. Student Accounts and the Registrar’s Office will notify students of any outstanding financial obligations prior to the commencement ceremony. All financial obligations must be met in order to receive a diploma and official transcripts. Graduates should check MyUCF for any holds that may exist and clear up those obligations before Commencement.

Transcripts

- Transcripts that reflect the degree earned will be available approximately 4-6 weeks after the ceremony. Graduates may submit transcript requests online via MyUCF at https://my.ucf.edu > Student Self Service > Student Center > other academics: (drop down menu) > Transcripts: Request Official. (Be sure to turn off pop-up blockers.) **Graduates must select the “Hold for Degree” processing time option.**

  Transcript payment must be made at the time of the request. There is a $10.00 charge per paper transcript pickup request. Secure electronic PDF Transcripts can be sent to destinations with a faster delivery time for $15.
Official Academic Regalia

Graduates participating in UCF commencement ceremonies are required to wear official UCF regalia available exclusively through the UCF Bookstore. In-store cap and gown ordering will take place February 6 - 9 at the UCF Bookstore, John T. Washington Center location. Online cap and gown ordering is available through Herff Jones at http://www.herffjones.com/college/ucf from February 6 - March 17. Professional dress and appropriate footwear is strongly recommended for all commencement ceremony participants.

Graduates who ordered their official academic regalia on or before March 17, may pick up their regalia, reader cards, and tickets at the UCF FAIRWINDS Alumni Center across from the CFE Arena from April 24 - 28.

Graduates who ordered their official academic regalia on or after March 18, may pick up their regalia, reader cards, and tickets at the UCF FAIRWINDS Alumni Center across from the CFE Arena from April 26 - 28.

Cap & Gown distribution hours at the FAIRWINDS Alumni Center

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 24</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Tuesday, April 25</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday, April 26</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Thursday, April 27</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Friday, April 28</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>

Availability of sizes for official regalia cannot be guaranteed after March 17.

Students who did not rent official academic regalia in advance may rent available gown packages from the Barnes & Noble table located at the UCF FAIRWINDS Alumni Center location near the CFE Arena during the hours listed above. Sizes and availability are not guaranteed.

Honor Cords
All baccalaureate graduates potentially earning university honors will be notified by the Registrar’s Office. Honor cords will be available for purchase at the time of cap and gown pickup with a reader card indicating honors. The reader card is included in the cap and gown package. Honor cords must be purchased. Because records for the final term are incomplete at the time the commencement program is printed, and final term grades may affect relative rankings and overall GPA, the notification of graduation with honors is presumptive rather than conclusive. Honor cords from various honor societies may be worn if they are the official designation of an officially recognized group.

Questions regarding honors eligibility should be directed to the Registrar’s Office prior to commencement.

Regalia Return Information
All rental regalia must be returned in original condition immediately following the commencement ceremony at the Barnes & Noble at UCF near the CFE Arena. Graduates are allowed to keep the tassel and cap only. Credit cards will be charged full price for any regalia not returned by 5:00 p.m. on May 6. The prices are $400.00 for bachelor’s, $800.00 for master’s, and $1,350.00 for doctoral regalia. Refunds are possible with the exception of a late restocking fee ($40.00 for bachelor’s, $60.00 for master’s, and $80.00 for doctoral regalia) if regalia is returned in original condition after credit cards have been charged.

Cap Decorating Rules
Bachelors and Masters: The top of the cap may be decorated. The decoration must lay flat against the cap in order to prevent obstructing the view of others. Language on decorated caps must be appropriate.

Doctoral Tambs: Must be returned in original condition, or a fee will be charged.

The university reserves the right to request that graduates change inappropriate attire before they will be allowed to participate in the commencement ceremony.
Academic Regalia Tassel and Hood Colors

**Note:**
- Baccalaureate degree candidates wear tassels on the right.
- Graduate degree candidates wear tassels on the left.

**Baccalaureate Degree Candidates**

<table>
<thead>
<tr>
<th>College</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>White</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Drab</td>
</tr>
<tr>
<td>Education and Human Performance</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Engineering and Computer Science</td>
<td>Orange</td>
</tr>
<tr>
<td>Health and Public Affairs</td>
<td>Kelly Green</td>
</tr>
<tr>
<td>Medicine <em>(includes Burnett School of Biomedical Sciences)</em></td>
<td>Science Gold</td>
</tr>
<tr>
<td>Nursing</td>
<td>Apricot</td>
</tr>
<tr>
<td>Office of Undergraduate Studies</td>
<td>White</td>
</tr>
<tr>
<td>Optics and Photonics</td>
<td>Aqua</td>
</tr>
<tr>
<td>Rosen College of Hospitality Management</td>
<td>Pineapple</td>
</tr>
<tr>
<td>Sciences</td>
<td>Science Gold</td>
</tr>
</tbody>
</table>

**Master’s Degree Candidates**

**COLOR OF MASTER’S DEGREE TASSELS**

<table>
<thead>
<tr>
<th>Master’s Degree</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Masters</td>
<td>Black</td>
</tr>
</tbody>
</table>

**COLOR OF MASTER’S DEGREE HOODS BY COLLEGE AND MAJOR**

**Arts and Humanities: Master’s Hoods by Major**

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Writing</td>
<td>Brown</td>
</tr>
<tr>
<td>Digital Media <em>(Visual Language and Interactive Media)</em></td>
<td>Brown</td>
</tr>
<tr>
<td>Emerging Media <em>(Digital Media, Entrepreneurial Digital Cinema, Studio Art and the Computer)</em></td>
<td>Brown</td>
</tr>
<tr>
<td>English <em>(Literary, Cultural, and Text Studies; Technical Communication)</em></td>
<td>White</td>
</tr>
<tr>
<td>Film</td>
<td>Brown</td>
</tr>
<tr>
<td>History <em>(Accelerated Graduate Program in History, Public History)</em></td>
<td>White</td>
</tr>
<tr>
<td>Interactive Entertainment</td>
<td>White</td>
</tr>
<tr>
<td>Music</td>
<td>Pink</td>
</tr>
<tr>
<td>Rhetoric and Composition</td>
<td>White</td>
</tr>
<tr>
<td>Spanish</td>
<td>White</td>
</tr>
<tr>
<td>Teaching English to Speakers of Other Languages <em>(TESOL)</em></td>
<td>White</td>
</tr>
<tr>
<td>Theatre</td>
<td>Brown</td>
</tr>
<tr>
<td>Theatre MFA <em>(Acting, Theatre for Young Audiences)</em></td>
<td>Brown</td>
</tr>
</tbody>
</table>
### Business Administration: Master’s Hoods by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration (All Majors)</td>
<td>Drab</td>
</tr>
</tbody>
</table>

### Education and Human Performance: Master’s Hood by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Human Performance (All Majors)</td>
<td>Light Blue</td>
</tr>
</tbody>
</table>

### Engineering and Computer Science: Master’s Hoods by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering and Computer Science (All Majors)</td>
<td>Orange</td>
</tr>
</tbody>
</table>

### Graduate Studies

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservation Biology Professional Science</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>White</td>
</tr>
<tr>
<td>Nanotechnology Professional Science</td>
<td>Science Gold</td>
</tr>
</tbody>
</table>

### Health and Public Affairs: Master’s Hoods by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Sciences and Disorders</td>
<td>Sage Green</td>
</tr>
<tr>
<td>Criminal Justice (Professional, Research)</td>
<td>Midnight Blue</td>
</tr>
<tr>
<td>Health Care Informatics</td>
<td>Kelly Green</td>
</tr>
<tr>
<td>Health Sciences (Executive Health Services Administration, Health Services Administration)</td>
<td>Kelly Green</td>
</tr>
<tr>
<td>Non-profit Management</td>
<td>Peacock Blue</td>
</tr>
<tr>
<td>Public Administration</td>
<td>Peacock Blue</td>
</tr>
<tr>
<td>Research Administration</td>
<td>Peacock Blue</td>
</tr>
<tr>
<td>Social Work</td>
<td>Citron</td>
</tr>
<tr>
<td>Urban and Regional Planning</td>
<td>Blue Violet</td>
</tr>
</tbody>
</table>

### Hospitality Management: Master’s Hood by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality and Tourism Management</td>
<td>Pineapple</td>
</tr>
</tbody>
</table>

### Medicine: Master’s Hood by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Sciences</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Science Gold</td>
</tr>
</tbody>
</table>

### Nursing: Master’s Hood by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>Apricot</td>
</tr>
</tbody>
</table>

### Optics and Photonics: Master’s Hood by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optics and Photonics</td>
<td>Aqua</td>
</tr>
</tbody>
</table>

*Note peacock blue and teal are the same color, but have different names based on college/program preferences of those names.*
<table>
<thead>
<tr>
<th>Field</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>White</td>
</tr>
<tr>
<td>Biology</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Communication (Interpersonal, Mass)</td>
<td>Crimson</td>
</tr>
<tr>
<td>Conservation Biology</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Forensic Science</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Industrial and Organizational Psychology</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Mathematical Science (Industrial Mathematics)</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Modeling and Simulation**</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Physics</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Political Science</td>
<td>Dark Blue</td>
</tr>
<tr>
<td>Sociology</td>
<td>White</td>
</tr>
<tr>
<td>Statistical Computing (Data Mining)</td>
<td>Science Gold</td>
</tr>
</tbody>
</table>

**Doctoral and Education Specialist Degree Candidates**

**COLOR OF DOCTORAL AND EDUCATION SPECIALIST DEGREE TASSELS**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Specialist</td>
<td>Old Gold</td>
</tr>
<tr>
<td>Doctoral Students Ph.D., Ed.D., MD, DCJ, DNP, and DPT</td>
<td>Old Gold</td>
</tr>
</tbody>
</table>

**COLOR OF DOCTORAL AND EDUCATION SPECIALIST DEGREE HOODS**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>Dark Blue</td>
</tr>
<tr>
<td>Criminal Justice Ph.D. (DCJ)</td>
<td>Midnight Blue</td>
</tr>
<tr>
<td>Nursing Practice (DNP)</td>
<td>Apricot</td>
</tr>
<tr>
<td>Ed.D.</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Education Specialist</td>
<td>Light Blue Stole</td>
</tr>
<tr>
<td>MD</td>
<td>Kelly Green</td>
</tr>
<tr>
<td>Physical Therapy (DPT)</td>
<td>*Teal</td>
</tr>
</tbody>
</table>

**Faculty**

**COLOR OF FACULTY TASSELS**

| Faculty (regardless of your degree) | Old Gold |

*Note peacock blue and teal are the same color, but have different names based on college/program preferences of those names.

**Note the major Modeling and Simulation may either be in College of Sciences or College of Engineering and Computer Science, depending on the discipline. If the major is in College of Engineering and Computer Science, the student should refer to the tassel and hood colors in that college.
Ticket Information

Who needs a ticket?
Due to county fire codes each guest, including children and infants, needs a ticket for admission into the CFE Arena. Graduation announcements are not tickets and cannot be used for admission.

Tickets must be picked up with the rented regalia package by each graduate at the Orlando or regional area campuses by the dates specified below. Tickets not picked up with the rented regalia package by the dates specified below will be given to other eligible candidates desiring extra tickets through the commencement ticket lottery system.

Orlando Campus
Tickets and reader cards are included inside the rented regalia package. Candidates must pick up tickets with the official academic regalia and reader cards at the UCF FAIRWINDS Alumni Center across from the CFE Arena, April 24 - 28. See page 13 for ticket distribution hours. A photo ID will be required at the time of pick up.

Doctoral candidates, Order of Pegasus graduates, and top honor graduates must pick up tickets with the official academic regalia at the UCF FAIRWINDS Alumni Center across from the CFE Arena. They may obtain reserved seating for their guests by bringing their tickets to the Office of Constituent Relations, Millican Hall, Room 396, April 24 - 28, 8:00 a.m. – 5:00 p.m. for a reserved seating stamp. Questions may be directed to the Office of Constituent Relations at (407) 823-3802.

Graduation candidates who are unable to pick up tickets included in their rented regalia package may designate a third party to do so. A printed letter authorizing UCF to release the package to the third party must be provided at the time of pick up. The printed letter must include the student’s name, PID number, college or ceremony, and the student’s signature and photo identification. If a third party is obtaining reserved seating for a qualifying graduate, a second copy of the authorization letter will need to be presented to the Office of Constituent Relations.

Regional Area Campuses
Candidates from the following regional area campuses should place their order for rental regalia on February 6 – March 17, to receive tickets inside their rental package: Cocoa, Daytona Beach, Palm Bay, and the Rosen College of Hospitality Management. Tickets and rental packages should be picked up at their regional area campus during regular business hours April 24 - 27. If a candidate from a regional campus misses their campus’s ordering period, they will need to obtain regalia and tickets from the Orlando campus before April 28. Sizes and quantities are not guaranteed.

Students from all other regional area campuses (not listed below) must pick up tickets with the rental package at the Orlando campus.

Cocoa Campus
Cocoa Bookstore, Building 6
Hours: Monday - Thursday 8:00 a.m. - 6:30 p.m.
Phone: (321) 433-7290
Contact: Rachel Costa
Daytona Beach Campus
UCF at Daytona State College
Business Services Office- Bldg.140 Room 105
Hours: Monday - Thursday 8:00 a.m. - 5:30 p.m., Friday, 8:00 a.m. - 12:00 p.m.
Phone: (386) 506-4073
Contact: Bonnie Marsh

Palm Bay Campus
Palm Bay Bookstore, Building 3
Hours: Monday - Thursday 9:00 a.m. - 5:00 p.m.
Phone: (321) 952-4427
Contact: Rachel Costa or Melinda Cross

Rosen College of Hospitality Management
Monday – Thursday 9:00 a.m. - 6:00 p.m.
Call (407) 903-8501 with questions.
Contact: Melissa Gallion

What are the regalia and ticket package distribution hours at the UCF FAIRWINDS Alumni Center across from the CFE Arena?

| Monday, April 24 | 9:00 a.m. - 6:00 p.m. |
| Tuesday, April 25 | 9:00 a.m. - 6:00 p.m. |
| Wednesday, April 26 | 9:00 a.m. - 6:00 p.m. |
| Thursday, April 27 | 9:00 a.m. - 6:00 p.m. |
| Friday, April 28 | 9:00 a.m. - 6:00 p.m. |

How do graduates get extra tickets?
Extra tickets are not guaranteed. Graduates can enter an extra ticket lottery. Log onto https://my.ucf.edu and follow this navigation: Student Self Service > “Other academic…,” choose “Commencement Ticket Lottery” and click on the >> button. Follow the instructions to apply for a maximum of 5 extra commencement tickets. Lottery results will be e-mailed to graduates’ Knights email addresses after 6:00 p.m. on Monday, May 1. From May 2 - 3, winners of the extra ticket lottery can pick up their tickets at the Barnes & Noble at UCF near the CFE Arena during store hours. There will be a limit per lottery winner based on the availability of tickets. Lottery winners forfeit any tickets not picked up by 5:00 p.m. on May 3. The forfeited tickets will be available on a first-come, first-served basis at the CFE Arena box office two hours prior to each corresponding commencement ceremony.

If graduates are unable to pick up regalia packages at the designated times and locations, how do they receive their tickets? The regalia package includes tickets.
Graduation candidates may designate a third party to sign/pick up their rented regalia package with tickets. A printed letter authorizing UCF to release the package to the third party must be provided at the time of pick up. The printed letter must include the student’s name, PID number, college or ceremony, and the student’s signature and photo identification. Doctoral, Order of Pegasus, and Top Honor Graduates requesting reserved seating from Constituent Relations via third party will need a second printed copy of the authorization letter.
If a graduate misses the designated pick-up opportunities, will there be tickets available at the CFE Arena on commencement day?
Tickets are not guaranteed. If tickets are available, they will be issued on a first-come, first-served basis at the CFE Arena Box Office will-call window two hours prior to the start of each ceremony for that particular ceremony. There will be a limit per graduate based on availability. If tickets are not available, these guests will be invited to view the ceremony at the simulcast locations in the UCF FAIRWINDS Alumni Center and at the Student Union. See map below.

What if a graduate has extra tickets?
On the day of the ceremony, extra tickets can be turned in to the will-call ticket box office at the CFE Arena starting two hours prior to the first ceremony time.

Simulcast Locations Map
1. FAIRWINDS Alumni Center: 12676 Gemini Boulevard North, Orlando FL 32816
2. Student Union: 12715 Pegasus Drive, Orlando FL 32816
Helpful Tips for the Graduate

Some tips to help make your commencement more enjoyable!

- Graduation cap decorations must be no taller than the height of the cap button, and may not have moving or flashing lights. Stagnant LED lights are permitted.

- Graduates should wear comfortable shoes to assist with ease of crossing the stage and managing stairs, as well as standing for a long period of time. Note that temperature in the Arena can be very cold during the ceremony.

- Graduates must file an Intent to Graduate form to apply for graduation. Renting a cap and gown without filing the Intent to Graduate form does not meet the requirements to apply for graduation, nor does renting a gown make students eligible to obtain commencement tickets and have their name printed in the commencement program.

- Graduates should be at the CFE Arena one hour and 30 minutes prior to their commencement ceremony.

- Graduates should keep in mind that travel to the CFE Arena may take longer than expected. The procession begins 20 minutes prior to the scheduled ceremony start time. Graduates who arrive after the procession begins will not be guaranteed a seat.

- Graduates should ensure that their guests have tickets for the correct commencement ceremony. Tickets are required for all guests, including children and infants. Graduation announcements are not tickets and cannot be used for admission.

- Extra tassels are available for purchase prior to the ceremony at the bookstore table in The Venue and at the Barnes & Noble at UCF near the CFE Arena. Commencement day bookstore hours are:
  
  May 4 - 6  
  7:00 a.m. - 6:00 p.m.

- Graduate use of electronic devices is prohibited during the ceremony (cell phones, iPads, Go Pros, or two-way radios). Selfie-sticks are not permitted in the CFE Arena.

- Graduates must stay for the duration of the commencement ceremony.

- UCF is proud to be a smoke-free campus.

Graduates with special needs
Graduates who use a wheelchair, motorized scooter, service animal, white cane, sign language interpreter, or assistive listening devices, have hearing or visual impairments, or need more special accommodations should contact Student Accessibility Services at (407) 823-2371, in advance, to make the special arrangements. For TDD/TTY calls please use the Florida Relay Service and phone 711.

Note: Wheelchairs are not provided by the CFE Arena. Graduates and guests must bring their own.
Reader Card Information and Instructions

- Reader cards for bachelor’s and master’s degree graduates are available for pick up with official academic regalia and tickets at the UCF FAIRWINDS Alumni Center across from the CFE Arena from April 24 - 28. Doctoral graduates will receive their reader cards upon arrival at the CFE Arena the day of their commencement ceremony and not when they pick up their regalia and tickets.

- Honor graduates should pick up a reader card with academic regalia and tickets at the UCF FAIRWINDS Alumni Center across from the CFE Arena, from April 24 - 28. Honor cords can be purchased at the UCF FAIRWINDS Alumni Center during distribution week.

- Bachelor’s and master’s degree graduates should remember to bring their reader card to the ceremony. Doctoral graduates will receive their reader cards upon arrival at the CFE Arena the day of their commencement ceremony.

- Extra reader cards are available prior to the ceremony at the Registrar’s table located inside the CFE Arena.

- It is important that each graduate fill out his or her address information on the back of the reader card. This is the address that will be used to send the proofs of photos taken at the ceremony by GradImages. The address listed is not associated with the diploma mailing. See page 7 for information related to diploma mailing.

- During individual recognition, graduates should hand their reader card to the announcer. The card is preprinted with the graduate’s college and name. If the graduate’s name is difficult to pronounce, the graduate should clearly print the phonetic pronunciation on the card. Graduates should be prepared to assist the announcer.

Example of reader card:

<table>
<thead>
<tr>
<th>COLLEGE OF SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHAN STEPHEN CALERO</td>
</tr>
<tr>
<td>Yo’-hahn Stee’-vin Kah-ler’-o</td>
</tr>
</tbody>
</table>

phonetic spelling of name
Graduate Processional, Individual Recognition, and Recessional Instructions

Graduate Processional

- Representatives from the Barnes & Noble at UCF will be available for assistance with official academic regalia inside The Venue.

- University staff will direct line-up activities and will be available to assist graduates before and during each commencement ceremony.

- **Baccalaureate degree candidates** wear tassels on the **right**. **Graduate degree candidates** wear tassels on the **left**.

- Gentlemen are asked to remove their caps for the National Anthem and the Alma Mater.

- The university reserves the right to request that graduates change inappropriate attire before they will be allowed to participate in the commencement ceremony. Caps may not have moving/flashing lights or decorations that stand taller than the cap button. Selfie-sticks are not permitted in the CFE Arena.

Individual Recognition

Throughout the ceremony, graduates will appear before family, friends, fellow graduates, and business and professional leaders from our community. Graduates should represent themselves and the university with dignity, decorum, and pride. The university reserves the right to ask anyone to leave the ceremony. Guests should refrain from bringing items into the CFE Arena including bottles, cans, containers, alcoholic beverages, noisemakers, air horns, laser pens, silly string, confetti, banners, signs, or posters. Please review the full list of prohibited items here: [http://www.cfearena.com/general-info-faq.php](http://www.cfearena.com/general-info-faq.php). Professional photography is available the day of commencement by GradImages. Guests are prohibited from taking pictures on the floor and near the commencement stage. Thank you for helping us honor each and every graduate on this special day.

Recessional

Graduates will not be able to leave the ceremony early and should plan to meet their guests once the ceremony concludes. The recessional will be led by the platform party and faculty. Guests will exit on the main concourse level. After the ceremony guests are encouraged to meet their family, friends, and graduates at the *Victory Knight* statue in front of the UCF *FAIRWINDS* Alumni Center, located across the street from the CFE Arena. GradImages will be available for professional pictures following each commencement.
Information for Individuals with Disabilities

Accessible Parking at the CFE Arena
Those with state disability parking permits may park in Garage D. The commencement parking map is on page 22 of this guide or can be downloaded on the Web at http://www.registrar.ucf.edu/commencement.

Access to the CFE Arena for Guests with Disabilities
Please plan to arrive at the CFE Arena at least one hour and 30 minutes prior to each ceremony. Plan to park on the first level of Parking Garage D. Wear comfortable and appropriate footwear. While temperatures outside may vary, it is always much colder inside the arena so plan ahead of cooler temperatures. Wheelchairs are not provided; guests must bring their own.

Accommodations for Guests with Hearing Impairments
An American Sign Language interpreter and reserved seating will be provided at the commencement ceremony. Closed captioning is also provided on large screens near the CFE Arena stage. Assistive listening system receivers are available at Guest Relations, located on the main concourse level at the CFE Arena. Personal identification must be submitted and will be held until the receiver is returned. Contact Student Accessibility Services at (407) 823-2371 to arrange reserved seating.

Accommodations for Guests with Mobility Impairments
Guests using wheelchairs and those unable to use stairs should use the main entrance of the CFE Arena. An elevator is located on the west side (to the left upon entering through the main door) of the lobby. Posted signs and university staff will direct the guest and one companion to an accessible seating section in the CFE Arena. Wheelchairs are not provided by the Arena.

Accommodations for Guests with Vision Impairments
Reserved seating will be provided at the commencement ceremony. Contact Student Accessibility Services at (407) 823-2371 to arrange reserved seating.

Accommodations for Graduates with Disabilities
Graduates who use a wheelchair, motorized scooter, service animal, white cane, sign language interpreter, or assistive listening devices, have hearing or visual impairments, or need special accommodations should contact Student Accessibility Services at (407) 823-2371, in advance, to make special arrangements. For TDD/TTY calls please use the Florida Relay Service and phone 711.

Note: Wheelchairs are not provided by the CFE Arena. Graduates and guests must bring their own.
Information to Share with Your Guests

- Information about UCF’s Commencement is available online at [http://www.registrar.ucf.edu/commencement](http://www.registrar.ucf.edu/commencement)

- Guests should anticipate long lines and wait times and leave purses, backpacks, and large bags at home to expedite security screenings. Bags larger than 12” x 6” x 12” are not allowed inside the Arena. Please keep in mind that travel to the CFE Arena may take longer than expected and plan to arrive approximately one hour and 30 minutes prior to the ceremony. Review the full list of prohibited items here: [http://www.cfearena.com/general-info-faq.php](http://www.cfearena.com/general-info-faq.php)

- Guests should be made aware that the temperature inside the CFE Arena is much cooler than outside, and should plan to bring a jacket or sweater.

- Free parking is available in the parking garages surrounding the CFE Arena. Parking for guests with mobility impairments is available in Garage D. Wheelchairs are not provided for guests with mobility impairments. Guests must provide their own.

- Early arrivals will have the best choice of seating. Doors open 90 minutes prior to each ceremony. Guests interested in sitting together should arrive together.

- Tickets to commencement at the CFE Arena are required for all guests, including infants and children.

- Guests who do not have tickets for CFE Arena seating will have the opportunity to view a live telecast of the ceremony at the UCF FAIRWINDS Alumni Center, located across the street from the CFE Arena, and at the Student Union. See map on page 14 for simulcast locations.

- Most guest seating is general admission. Some seating is reserved for platform party guests and doctoral families who are contacted in advance by the university.

- First Aid is located in the main concourse level of the CFE Arena. Paramedics will be available on-site throughout the ceremony.

- Graduation Day Flowers will offer bouquets and leis for sale during commencement. To preorder at a discount, please visit [www.graduationdayflowers.com](http://www.graduationdayflowers.com). Orders can be picked up at the CFE Arena before and/or during each ceremony, but can only be given to graduates after the ceremony. Vases are not permitted inside the CFE Arena.

- Lost and Found is located at the CFE Arena Guest Relations office on the main concourse level.

- UCF is proud to be a smoke-free campus.
CFE Arena Policies

CFE Arena policies are designed to ensure the safety and comfort of all UCF graduates and their guests. A security check will be conducted for all guests and graduates entering the arena. Guests are encouraged to arrive one hour and 30 minutes before commencement and leave purses, backpacks, and large bags at home to expedite the security screenings. Patience during this process is appreciated.

Tickets are required for admittance to the CFE Arena. Once admitted, guests are not permitted to exit and re-enter and may not access the graduate line-up, graduate processional, and graduate seating areas.

To maintain the dignity of this formal occasion, the following items are NOT permitted inside the CFE Arena: bottles, cans, containers, vases, alcoholic beverages, noisemakers, air horns, laser pens, silly string, confetti, banners, signs, selfie-sticks, or posters. Review the full list of prohibited items here: http://www.cfearena.com/general-info-faq.php

Baby strollers and balloons are NOT permitted in seating areas but can be checked at the CFE Arena’s main lobby prior to the ceremony.

Flowers are permitted inside the CFE Arena, but may not be given to graduates prior to or during the ceremony. To preorder at a discount, please visit www.graduationdayflowers.com. Vases are not permitted inside the CFE Arena.

UCF is proud to be a smoke-free campus.

Selfie-sticks are not permitted in the CFE Arena.

Wheelchairs are welcome inside the arena, but guests and graduates must provide their own. Wheelchairs are not provided by the arena.

Photography and Recording Equipment
The University of Central Florida has arranged for GradImages to take professional pictures of all graduates as they cross the stage during the ceremony. After the ceremony, photographers will be available outside the CFE Arena and in front of the UCF FAIRWINDS Alumni Center for individual and family photos. Graduates will be contacted at a later date with purchasing information, but are under no obligation to purchase photos. See page 25 for more information.

While cameras and video recording equipment are permitted, guests are required to photograph or videotape from their seats only and must not obstruct the view of others.
Important Phone Numbers

UCF Information Center  (407) 823-2000
This is a general information number for the University of Central Florida.

Registrar’s Office  (407) 823-3100
Students may call this number with inquiries about the status of their application for graduation and for instructions on how to change an address for diploma mailing. Website is http://www.registrar.ucf.edu.

Information for Graduates with Disabilities  (407) 823-2371

Florida Relay Service TDD  (800) 955-8771

CFE Arena  (407) 823-3070
Guests and graduates may call this number for guest and mobility impairment seating information.

Barnes & Noble at UCF  (407) 882-0364
Graduates may call this number for official cap and gown information and graduation announcements.

University Police  (407) 823-5555
Graduates and their guests may call this number in case of emergency or if they are in need of vehicle assistance.

Constituent Relations  (407) 823-3802
Doctoral, Order of Pegasus, and Top Honor graduates may call this number to arrange reserved seating for their guests.

Master’s and Doctoral Graduates  (407) 823-2766
Graduates may call this number for additional information regarding graduation.

Order of Pegasus Graduates  (407) 823-2842
Graduates may call this number for additional information regarding graduation. The Registrar’s Office will notify Order of Pegasus graduates by mail.

UCF Alumni Association  (407) 823-2586 or (800) 330-2586
Graduates may call these numbers for additional information regarding the simulcast.
CFE Arena:
12777 Gemini Boulevard North, Orlando FL 32816

Commencement Parking Guide

Commencement Parking Lots
- General Parking
- Disabled and General Parking
- Platform, Faculty and Staff Parking

Commencement Entrances
- Guest Entrance
- Disabled Guest Entrance
- Graduates Entrance (Bachelors and Masters)
- Platform, Faculty, Staff and Doctoral Candidate Entrance
Hotel Accommodations

See below for a list of UCF area hotels. Reservations should be made directly with the hotel. Some hotels may offer special discounts/rates for guests attending the UCF commencement.

The Alfond Inn  
300 East New England Ave.  
Winter Park, FL 32789  
(407) 998-8090  

Best Western Orlando East Inn & Suites  
8750 East Colonial Dr.  
Orlando, FL 32817  
(407) 282-3900  

Comfort Suites UCF Research Park  
12101 Challenger Pkwy.  
Orlando, FL 32826  
(407) 737-7303  

Courtyard by Marriott/UCF  
12000 Collegiate Way  
Orlando, FL 32817  
(407) 277-7676  

Days Inn & Suites UCF/Research Park  
11639 E. Colonial Dr.  
Orlando, FL 32817  
(407) 282-2777  

Doubletree by Hilton Hotel Orlando East – UCF  
12125 High Tech Ave  
Orlando, FL 32817  
(407) 275-9000  

Hampton Inn & Suites UCF  
3450 Quadrangle Blvd.  
Orlando, FL 32817  
(407) 282-0029  

Hilton Garden Inn Orlando East/UCF  
1959 N. Alafaya Trail  
Orlando, FL 32826  
(407) 992-5000  

Holiday Inn Express Orlando East-UCF  
12250 East Colonial Dr.  
Orlando, FL 32826  
(407) 203-8585  

Holiday Inn Orlando Airport  
5750 TG Lee Blvd.  
Orlando, FL 32822  
(407) 851-6400  

Holiday Inn Orlando East  
1724 N. Alafaya Trail  
Orlando, FL 32826  
(407) 658-9008  

Homewood Suites by Hilton  
3028 N. Alafaya Trail  
Orlando, FL 32826  
(407) 282-0067  

Hyatt Place Orlando Airport  
5435 Forbes Pl.  
Orlando, FL 32812  
(407) 816-7800  

For group rate click here.  

La Quinta Inn & Suites/UCF  
11805 Research Pkwy.  
Orlando, FL 32826  
(407) 737-6075  

Lodge at Rollins College  
1400 W. Winter Park Ave.  
Winter Park, FL 32789  
(407) 646-6900  

Residence Inn by Marriott Orlando East/UCF  
11651 University Blvd.  
Orlando, FL 32817  
(407) 513-9000  

Towne Place Suites by Marriott Orlando  
11801 High Tech Ave.  
Orlando, FL 32817  
(407) 243-6100
CONGRATULATIONS!

The UCF Bookstores congratulate the graduating class for their hard work and dedication.

The UCF Bookstores have alumni merchandise, UCF memorabilia, glasswear, diploma frames, gifts and so much more to make graduation special.

BARNES & NOBLE COLLEGE

Two Locations to Serve You:

UCF Bookstore
Located in the John T. Washington Center
(407) UCF-BOOK

Barnes & Noble @ UCF
4201 East Plaza Drive
Orlando, FL 32816-4190
(407) 882-0364
Located next to the CFE Arena

Can’t make it to the store? Order online!
www.shopucf.com

All gowns, hoods, and tams are RENTALS and must be returned to the Barnes & Noble @UCF, next to the CFE Arena, by 5:00 pm the day of your ceremony. Items returned after the deadline will be charged the full purchase price and a late fee to the account on file.
COMMENCEMENT PHOTOGRAPHY

GradImages will be onsite at graduation to capture images of each graduate as they are recognized.

View your proofs online after graduation by visiting www.gradimages.com/universityofcentralflorida

Customer Service: (800) 261-2576 | www.gradimages.com
Congratulations Graduate!

Enhance your education with the College of Graduate Studies in one of our over 200 Doctoral, Masters, Specialist and Certificate programs.

Visit us at:
www.graduate.ucf.edu
Rent your custom UCF Cap and Gown and purchase your UCF College Ring and Announcements only at the UCF Barnes & Noble Bookstore

- Official Regalia
- Superior Quality Announcements
- The rental includes a gift from the UCF Alumni Association

For ordering dates and other important graduation information, please visit: www.registrar.sdes.ucf.edu/commencement

Can’t make it to the store? Order online: www.herffjones.com/college/ucf
Statewide Job Fair
May 9, 2017
CFE Arena

Network with hundreds of employers recruiting for all majors!

*Visit www.career.ucf.edu for updated information on this event.

KnightLink: Link to hundreds of jobs and employers online!
Career Services Experiential Learning Building
(Building 140, next to Alumni Center)
(407) 823-2361
career@ucf.edu
www.career.ucf.edu
Commencement Committee

Mr. Brian Boyd, University Registrar

Dr. Maribeth Ehasz, Vice President, Student Development and Enrollment Services

Dr. Elizabeth Klonoff, Vice President, Office of Research and Commercialization and Dean, College of Graduate Studies

Ms. Shannon O’Donoghue, Associate Director, Constituent Relations

Ms. Ana Petkov, Assistant Vice President for Community Relations and Director of University Events, Constituent Relations

Dr. Rick Schell, Vice President and Executive Chief of Staff

Ms. Amy Swinford, Senior Administrative Assistant, Office of the President

Mr. Paul Viau, Associate University Registrar and Director, Veterans Academic Resource Center

Dr. Dale Whittaker, Provost and Executive Vice President

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