COMMENCEMENT GUIDE
UNIVERSITY OF CENTRAL FLORIDA • ORLANDO, FL
To the Class of 2019 Graduates, their Families, and Friends:

Congratulations! A lot of hard work has gone into this moment, and all of us at UCF are thrilled to celebrate this milestone with you.

Participating in commencement has been one of the highlights of my career at UCF. Seeing the proud, beaming faces of family and friends and the excitement of our graduates is inspiring. I look forward to being there on your special day, and I hope the knowledge and experience you gained at UCF has prepared you for a meaningful future where you can make a difference.

This guide is designed to answer questions you may have about commencement and help you and your family make the most of this important occasion. It’s a time for celebration! I hope you take time to reflect on all you’ve accomplished, and prepare yourself to Charge On to the next opportunity!

Go Knights!

THAD SEYMOUR, JR. 
INTERIM PRESIDENT
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Countdown to Commencement</td>
</tr>
<tr>
<td>5</td>
<td>Commencement Schedule of Events</td>
</tr>
<tr>
<td>6</td>
<td>Ceremony Viewing Options</td>
</tr>
<tr>
<td>7</td>
<td>Degree Requirements, Diplomas and Transcripts</td>
</tr>
<tr>
<td></td>
<td>Official Academic Regalia</td>
</tr>
<tr>
<td>8</td>
<td>Academic Regalia</td>
</tr>
<tr>
<td></td>
<td>Tassel and Hood Colors</td>
</tr>
<tr>
<td>11</td>
<td>Ticket Information</td>
</tr>
<tr>
<td>12</td>
<td>Rules and Tips</td>
</tr>
<tr>
<td></td>
<td>Reader Card Information and Instructions</td>
</tr>
<tr>
<td>13</td>
<td>Processional, Recognition and Instructions</td>
</tr>
<tr>
<td></td>
<td>Information for Individuals with Disabilities</td>
</tr>
<tr>
<td>14</td>
<td>Information to Share With Your Guests</td>
</tr>
<tr>
<td></td>
<td>Addition Financial Arena Policies</td>
</tr>
<tr>
<td></td>
<td>Important Phone Numbers</td>
</tr>
<tr>
<td>15</td>
<td>Hotel Accommodations</td>
</tr>
<tr>
<td>16</td>
<td>Commencement Committee</td>
</tr>
<tr>
<td></td>
<td>Commencement Guide Editors</td>
</tr>
<tr>
<td>17</td>
<td>Advertisements</td>
</tr>
</tbody>
</table>
COUNTDOWN TO COMMENCEMENT

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 23-25</td>
<td>Candidates can order their cap and gown online at herffjones.com/college/ucf. Commencement tickets are included in the rental package. Distribution will be from 9 a.m. - 6 p.m. Monday, Tuesday, Wednesday and 9 a.m. - 5 p.m. Thursday, Friday. <strong>Note: renting a cap and gown does not make a graduate eligible to obtain commencement tickets.</strong></td>
</tr>
<tr>
<td>October 18</td>
<td>Deadline to file <strong>Intent to Graduate form.</strong> To complete the form, log onto my.ucf.edu and follow this navigation: Student Self Service &gt; Student Center &gt; other academics (drop down menu) &gt; 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.</td>
</tr>
<tr>
<td>October 25</td>
<td>Deadline for ordering rental regalia and nursing pins online at herffjones.com/college/ucf.</td>
</tr>
<tr>
<td>December 2-5</td>
<td>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).</td>
</tr>
<tr>
<td>December 2-6</td>
<td>Candidates can enter the extra ticket lottery online. Log onto my.ucf.edu and follow this navigation: Student Self Service &gt; Student Center &gt; My Academics (drop down menu) “Other academic...,” choose “Commencement Ticket Lottery” and click on the &gt;&gt; button. Follow the instructions to apply for up to 5 extra commencement tickets. <strong>Extra tickets are not guaranteed.</strong></td>
</tr>
<tr>
<td>December 2-6</td>
<td>Orlando campus candidates who ordered their official caps and gowns on or before the October 25 deadline may pick up tickets, reader cards, and official caps and gowns at the UCF FAIRWINDS Alumni Center across from the Addition Financial Arena. Distribution will be from 9 a.m. - 6 p.m. Monday, Tuesday, Wednesday and 9 a.m. - 5 p.m. Thursday, Friday.</td>
</tr>
<tr>
<td>December 4-6</td>
<td>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 Addition Financial Arena.</td>
</tr>
<tr>
<td>December 10</td>
<td>Lottery results will be e-mailed to graduates’ Knights e-mail addresses after 6:00 p.m. <strong>Extra tickets are not guaranteed.</strong></td>
</tr>
<tr>
<td>December 11-12</td>
<td>Winners of the extra ticket lottery can pick up their tickets at the Barnes &amp; Noble at UCF near the Addition Financial Arena during store hours.</td>
</tr>
<tr>
<td><strong>December 13-14</strong></td>
<td><strong>COMMENCEMENT</strong></td>
</tr>
<tr>
<td>December 13-14</td>
<td>Deadline for ALL rental regalia returns. <strong>All rental regalia, specifically gowns, hoods, and tams, must be returned immediately following your commencement ceremony</strong> at the Barnes &amp; Noble at UCF near the Addition Financial Arena. Bachelor’s and master’s graduates are allowed to keep the cap and tassel only. Credit cards will be charged full price for any regalia not returned by 5:30 p.m. the day of your ceremony ($400 for bachelor’s, $800 for masters, and $1,350 for doctoral regalia). Refunds are possible with the exception of a late fee ($40 for bachelor’s, $60 for masters, and $80 for doctoral) if regalia is returned in original condition after credit cards have been charged.</td>
</tr>
</tbody>
</table>
COMMENCEMENT SCHEDULE OF EVENTS

A ticket is required for each guest entering the Addition Financial Arena including children and infants. Each graduate will receive 5 tickets but can enter the lottery for extras, although not guaranteed.

Commencement information may be found on the UCF Mobile app, in a special section that will appear during the week of Commencement. [Click here to download the MyUCF app]

CEREMONY BY COLLEGE:

**FRIDAY, DECEMBER 13**

| 9:00 a.m.       | College of Community Innovation and Education
|                | College of Health Professions and Sciences
| 2:30 p.m.       | College of Arts and Humanities
|                | College of Medicine
|                | College of Nursing
|                | College of Undergraduate Studies
|                | Rosen College of Hospitality Management

**SATURDAY, DECEMBER 14**

| 9:00 a.m.       | College of Business Administration
|                | College of Engineering and Computer Science
|                | College of Optics and Photonics
| 2:30 p.m.       | College of Graduate Studies
|                | College of Sciences

CEREMONY TIMELINE:

| 7:00 a.m.       | Addition Financial Arena box office opens
| 7:30 a.m.       | Graduates arrive at Addition Financial Arena and 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.      | Ceremony ends
| 12:30 p.m.      | Addition Financial Arena box office opens
| 1:00 p.m.       | Graduates arrive at Addition Financial Arena and 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.       | Ceremony ends
CEREMONY VIEWING OPTIONS

SIMULCAST VIEWING INFORMATION: Guests who do not have tickets are able to watch the live ceremony in the FAIRWINDS Alumni Center and the Student Union. The Alumni Center will open at 7:30 a.m. on December 13 and 14. Seating is available on a first-come, first-served basis. The Student Union will open at 7:00 a.m. on December 13 and 9:00 a.m. on December 14. Tickets are not required for the live telecast and it is closed captioned.

1. FAIRWINDS Alumni Center: 12676 Gemini Boulevard North, Orlando FL 32816
2. Student Union: 12715 Pegasus Drive, Orlando FL 32816

ONLINE VIEWING: The commencement exercises are available for viewing online at https://www.youtube.com/ucf
DEGREE REQUIREMENTS, DIPLOMAS AND TRANSCRIPTS

DEGREE REQUIREMENTS:

» All degree requirements and incomplete grades must be completed by December 4.

» 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.

DIPLOMAS:

» 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 may be changed by logging into MyUCF > Student Self Service > Personal Information > Addresses. 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. The Registrar’s Office will notify students via Knights email of any outstanding holds that would prevent the mailing of transcripts or diplomas 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 at myUCF > 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 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 the commencement ceremonies are required to wear official UCF regalia available exclusively through the UCF Bookstore. In-store cap and gown ordering will take place September 23 - 25 at the UCF Bookstore, John T. Washington Center location. Online cap and gown ordering is available through Herff Jones at herffjones.com/college/ucf from September 23 - October 25. Professional dress and appropriate footwear are strongly recommended for all commencement ceremony participants.

Graduates who ordered their official academic regalia on or before October 25 may pick up their regalia, reader cards, and tickets at the UCF FAIRWINDS Alumni Center from December 2 - 6 9:00 a.m. - 6:00 p.m. Monday, Tuesday, Wednesday and 9:00 a.m. - 5:00 p.m. Thursday, Friday.

Graduates who ordered their official academic regalia on or after October 26 may pick up their regalia, reader cards, and tickets at the UCF FAIRWINDS Alumni Center from December 4 - 6. Availability of sizes for official regalia cannot be guaranteed after October 25. For any questions, please call 407.823.2586.
CAP DECORATING RULES:

» Bachelor’s and master’s: The top of the cap may be decorated. The decoration must lay flat against the cap and extend no higher than the cap button in order to prevent obstructing the view of others. Language on decorated caps must be appropriate.

» Doctoral tams 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.

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. Honor cords must be purchased.

» Because records for the final term are incomplete when 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.

» The reader card is included in the cap and gown package. Questions regarding honors eligibility should be directed to the Registrar’s Office prior to commencement at 407.823.3100.

ACADEMIC REGALIA TASSEL AND HOOD COLORS

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

COLOR OF BACHELOR’S DEGREE TASSELS BY COLLEGE:

<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>Community Innovation and Education</td>
<td>Royal Blue</td>
</tr>
<tr>
<td>Engineering and Computer Science</td>
<td>Orange</td>
</tr>
<tr>
<td>Health Professions and Sciences</td>
<td>Sage Green</td>
</tr>
<tr>
<td>Medicine (includes Burnett School of Biomedical Sciences)</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>

COLOR OF MASTER’S DEGREE TASSELS:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>All master’s</td>
<td>Black</td>
</tr>
</tbody>
</table>
COLOR OF MASTER’S DEGREE HOODS BY COLLEGE AND MAJOR:

Arts and Humanities: Brown
Creative Writing
Digital Media (Visual Language and Interactive Media)
Emerging Media (Digital Media, Entrepreneurial Digital Cinema, Studio Art and the Computer)
Film
Fine Arts
Theatre

Arts and Humanities: White
English (Literary, Cultural, and Text Studies; Technical Communication)
History (Accelerated Graduate Program in History, Public History)
Interactive Entertainment
Rhetoric and Composition
Spanish
Teaching English to Speakers of Other Languages (TESOL)

Arts and Humanities: Pink
Music

Business Administration: Drab
Business Administration (All Majors)

Community Innovation and Education: Navy
Criminal Justice

Community Innovation and Education: Light Blue
Education

Community Innovation and Education: Kelly Green
Health Administration
Health Care Informatics

Community Innovation and Education: Peacock Blue
Non-profit Management
Public Administration
Research Administration (MRA)

Community Innovation and Education: Blue Violet
Urban and Regional Planning

Engineering and Computer Science: Orange
Engineering and Computer Science (All Majors)

Graduate Studies: Science Gold
Conservation Biology Professional Science
Nanotechnology Professional Science

Graduate Studies: White
Interdisciplinary Studies

Health Professions and Sciences: Sage Green
Athletic Training
Communication Sciences and Disorders
Sport and Exercise Science

Health Professions and Sciences: Citron
Social Work
COLOR OF MASTER’S DEGREE HOODS BY COLLEGE AND MAJOR:

Hospitality Management: Pineapple

Nursing: Apricot

Optics and Photonics: Aqua

Sciences: White
  Anthropology
  Sociology

Sciences: Science Gold
  Biology
  Chemistry
  Clinical Psychology
  Conservation Biology
  Forensic Science
  Industrial and Organizational Psychology
  Mathematical Science (Industrial Mathematics)
  Modeling and Simulation**
  Physics
  Statistical Computing (Data Mining)

Sciences: Crimson
  Communication (Interpersonal, Mass)

Sciences: Dark Blue
  Political Science

Doctoral and Education Specialist Degree Candidates: Old Gold
  Education Specialist
  Doctoral Students Ph.D., Ed.D., MD, DCJ, DNP, and DPT

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>Navy</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>

COLOR OF FACULTY TASSELS:

| Faculty (regardless of 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?
Each guest, including children and infants, needs a ticket for admission into the Addition Financial Arena. Graduation announcements 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 eligible candidates desiring extra tickets through the commencement ticket lottery system.

ORLANDO CAMPUS:
Candidates must pick up tickets and rented regalia package at the UCF FAIRWINDS Alumni Center across from the Addition Financial Arena, December 2 - 6. Photo ID will be required at the time of pick up. For questions during the ticket pickup week, call 407.823.2586.

Doctoral candidates, Order of Pegasus graduates, and Top Honor graduates may obtain reserved seating for their guests by bringing their tickets to the Office of Presidential Events located at Millican Hall, Room 396, December 2 - 11, 8:00 a.m. - 5:00 p.m. and December 12, 8:00 a.m. - 12:00 p.m. For questions about reserved seating, call 407.823.3802.

REGIONAL AREA CAMPUSES:
Candidates from the regional area campuses below should place their order for rental regalia on September 23 - October 25 to receive tickets inside their rental package. If candidates miss their campus’ ordering period, they will need to obtain regalia and tickets from the Orlando campus before December 5. Sizes and quantities are not guaranteed.

Students from all other regional area campuses (not mentioned above) must pick up tickets with the rental package at the Orlando campus. Tickets and rental packages should be picked up at the designated location below during regular business hours December 2 - 6.

If graduates are unable to pick up regalia packages at the designated times and locations, how do they receive their 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 the Office of Presidential Events 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 Addition Financial 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 Addition Financial 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.

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 Addition Financial Arena starting two hours prior to the first ceremony time.
RULES AND TIPS

» Graduation cap decorations must lay flat against the cap and extend no higher than the cap button. Moving or flashing lights are not allowed. Stagnant LED lights are permitted.

» Graduates should keep in mind that travel to the Addition Financial 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.

» Graduate use of electronic devices is prohibited during the ceremony. This includes cell phones, iPads, or Go Pros. **Selfie-sticks are not permitted in the Addition Financial Arena.**

» 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 should be at the Addition Financial Arena one hour and 30 minutes prior to their commencement ceremony. **All graduates should park in Garage D.**

» 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 Addition Financial Arena. Commencement day bookstore hours are 7:00 a.m. - 6:00 p.m.

» **Graduates must stay for the duration of the commencement ceremony.**

READER CARD INFORMATION AND INSTRUCTIONS

» Reader cards for bachelor’s, master’s degree and honor graduates are available for pick up with official academic regalia and tickets. Doctoral graduates will receive their reader cards upon arrival at the Addition Financial Arena the day of their commencement ceremony and not when they pick up their regalia and tickets.

» Bachelor’s and master’s degree graduates should remember to bring their reader card to the ceremony. Extra reader cards are available prior to the ceremony at the Registrar’s table located inside the Addition Financial 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.

**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>
<tr>
<td>phonetic spelling of name</td>
</tr>
</tbody>
</table>
PROCESSIONAL, RECOGNITION, AND INSTRUCTIONS

GRADUATE PROCESIONAL:

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

- Gentlemen are asked to remove their caps for the national anthem and the alma mater.

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 Addition Financial 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 at https://www.additionfiarena.com/faqs.

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 and guests will exit on the main concourse level.

PHOTOGRAPHY AND RECORDING EQUIPMENT:
UCF 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 arena and in front of the 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. Guests are required to photograph or videotape from their seats only and must not obstruct the view of others.

INFORMATION FOR INDIVIDUALS WITH DISABILITIES

ACCESSIBLE PARKING:
Those with state disability parking permits may park in Garage D. The commencement parking map can be downloaded online at https://commencement.ucf.edu/2019/fall/resources.

ACCESS TO THE ADDITION FINANCIAL ARENA:
Please plan to arrive at the Addition Financial Arena at least one hour and 30 minutes prior to each ceremony. Wear comfortable and appropriate footwear. 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 Addition Financial Arena stage. Assistive listening system receivers are available at Guest Relations, located on the main concourse level at the Addition Financial 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 should use the main entrance of the Addition Financial Arena. An elevator is located on the west side, to the left upon entering the main door of the lobby, to access seating areas. Posted signs and university staff will direct the guest and one companion to an accessible seating section.

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, walking cane, 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.
INFORMATION TO SHARE WITH YOUR GUESTS

» Commencement information is available online at www.commencement.ucf.edu/2019/fall.

» Addition Financial Arena does not allow backpacks of any kind or bags larger than 12” x 6” x 12” inside. Guests who bring backpacks or large bags will be asked to return them to their car before entering the building. Travel to the venue may take longer than expected and guests should anticipate long lines and wait times, so plan to arrive approximately one hour and 30 minutes prior to the ceremony. Review the full list of prohibited items at https://www.additionfiarena.com/faqs

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

» Free parking is available in the parking garages surrounding the Addition Financial Arena. Parking for guests with mobility impairments is available in Garage D.

» A security check will be conducted for all guests and graduates entering the Arena. Guests and graduates should anticipate long lines and wait times. Doors open 90 minutes prior to each ceremony. Guests interested in sitting together should arrive together.

» Most guest seating is general admission on a first come first served basis. 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 Addition Financial Arena. Paramedics will be available on-site throughout the ceremony.

» Graduation Day Flowers will offer bouquets and leis for sale during commencement. To pre-order at a discount, please visit www.graduationdayflowers.com. Orders can be picked up at the Addition Financial Arena before and during each ceremony, but can only be given to graduates after the ceremony. Vases are not permitted inside the Addition Financial Arena.

» Lost and Found is located at the Guest Relations office on the main concourse.

ADDITION FINANCIAL ARENA POLICIES

A security check will be conducted for all guests and graduates entering the arena.

» Tickets are required for admittance to the Addition Financial 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.

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

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

IMPORTANT PHONE NUMBERS

UCF Information Center
407.823.2000

Registrar’s Office
407.823.3100

Graduates with Disabilities
407.823.2371

Florida Relay Service TDD
800.955.8771

Addition Financial Arena
407.823.3070

Barnes & Noble at UCF
407.882.0364

University Police
407.823.5555

Presidential Events
407.823.3802

Master’s and Doctoral Graduates
407.823.2766

Order of Pegasus Graduates
407.823.0584

UCF Alumni
407.823.2586 or 800.330.2586
HOTEL ACCOMMODATIONS

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

Fairfield Inn and Suites by Marriott
Orlando East/UCF
3420 Lake Lynda Dr.
Orlando, FL 32817
407.270.6480

Holiday Inn Express Orlando East/UCF
12250 East Colonial Dr.
Orlando, FL 32826
407.203.8585

Best Western Orlando East Inn & Suites
8750 East Colonial Dr.
Orlando, FL 32817
407.282.3900

Holiday Inn Orlando Airport
5750 T G Lee Blvd.
Orlando, FL 32822
407.851.6400

Comfort Suites UCF Research Park
12101 Challenger Pkwy.
Orlando, FL 32826
407.737.7303

Holiday Inn Orlando East
1724 N. Alafaya Trail
Orlando, FL 32826
407.658.9008

Courtyard by Marriott/UCF
12000 Collegiate Way
Orlando, FL 32817
407.277.7676

Homewood Suites by Hilton
3028 N. Alafaya Trail
Orlando, FL 32826
407.282.0067

Days Inn & Suites UCF/Research Park
11639 E. Colonial Dr.
Orlando, FL 32817
407.282.2777

Hyatt Place Orlando Airport
5435 Forbes Pl.
Orlando, FL 32812
407.816.7800

Doubletree by Hilton Hotel Orlando East/UCF
12125 High Tech Ave
Orlando, FL 32817
407.275.9000

La Quinta Inn & Suites/UCF
11805 Research Pkwy.
Orlando, FL 32826
407.737.6075

Hampton Inn & Suites UCF
3450 Quadrangle Blvd.
Orlando, FL 32817
407.282.0029

Residence Inn by Marriott Orlando East/UCF
11651 University Blvd.
Orlando, FL 32817
407.513.9000

Hilton Garden Inn Orlando East/UCF
1959 N. Alafaya Trail
Orlando, FL 32826
407.992.5000

Towne Place Suites by Marriott Orlando
11801 High Tech Ave.
Orlando, FL 32817
407.243.6100
COMMENCEMENT COMMITTEE

Mr. Brian Boyd  
University Registrar

Dr. Elizabeth Dooley  
Provost and Vice President of Academic Affairs

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

Mr. Grant Heston  
Chief of Staff & Vice President for Communications and Marketing

Dr. Elizabeth Klonoff  
Vice President for Office of Research & Commercialization and Dean of the College of Graduate Studies

Ms. Ana Petkov  
Senior Assistant Vice President for Presidential Events

Ms. Crystal Saul  
Associate Director for Presidential Events

Dr. Paul Viau  
Associate University Registrar and Director for the Veterans Academic Resource Center

COMMENCEMENT GUIDE EDITORS

Ms. Tina Bott  
IT Business Analyst and Assistant University Registrar

Mr. Brian Boyd  
University Registrar

Ms. Dore Carter  
Associate University Registrar and ERP Business Analyst

Ms. Jessica Cheatwood-Alvarez  
Director for Student Services and Graduation

Ms. Christine Dellert  
Deputy Chief of Staff for Communications and Operations

Ms. Latoya Jackson  
Assistant Director for Student Engagement and Philanthropy

Ms. Melissa Martin  
UCF Barnes & Noble Store Manager

Ms. Ana Petkov  
Senior Assistant Vice President for Presidential Events

Ms. Tairi Pérez  
Event Coordinator for Presidential Events

Ms. Crystal Saul  
Associate Director for Presidential Events

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