To the Class of 2012 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
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Countdown to Commencement

February 6 - 9
Order your official cap and gown at the UCF Bookstore, John T. Washington Center location, February 6 – 9, from 9:00 a.m. to 6:00 p.m., or order online through Herff Jones from February 6 – March 16, at www.herffjones.com/college/ucf. Candidates will receive commencement tickets in their rental packages. 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 2.

February 6 – March 16
All UCF campuses order rental regalia to receive tickets in their rental package. See pages 14 – 15 for details.

March 2
Deadline to file Intent to Graduate form. This form is available online. 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 16
Deadline for ordering rental regalia and nursing pins online at www.herffjones.com/college/ucf.

April 23 - 26
Regional area campus candidates pick up tickets, reader cards, and official caps and gowns at designated area campus bookstores (Cocoa, Daytona Beach, Ocala, Palm Bay, and Rosen) only.

April 23 - 27
Candidates can request extra tickets by logging onto https://my.ucf.edu. Once you are in my.ucf.edu you can go to Student Self Service > Student Center > My Academics. Pull down the menu for “Other academic…”, choose “Commencement Ticket Lottery” and click on the >> button. You will see the instructions for applying for a maximum of 5 extra commencement tickets. Extra tickets are not guaranteed.

April 23 - 27
Orlando campus candidates who ordered their official caps and gowns before the March 16, deadline may pick up tickets, reader cards, and official caps and gowns at the Barnes & Noble at UCF near the UCF Arena.

April 25 - 27
Orlando campus candidates who ordered their official caps and gowns on or after the March 16, deadline may pick up tickets, reader cards, and official caps and gowns at the Barnes & Noble at UCF near the UCF Arena.

April 30
Lottery results will be e-mailed to graduates’ Knights e-mail addresses by 5:00 p.m.

May 1 - 2
Winners of the extra ticket lottery can pick up their tickets at the Barnes & Noble at UCF near the UCF Arena during store hours. Lottery winners forfeit any tickets not picked up by 5:00 p.m. May 2. The forfeited tickets will be available on a first-come, first-served basis at the UCF Arena box office prior to each commencement ceremony.

May 3 – 5
COMMENCEMENT

May 5
Deadline for ALL rental regalia returns. All rental regalia, specifically gowns and hoods, must be returned immediately following the commencement ceremony at the Barnes & Noble at UCF near the UCF Arena. Graduates are allowed to keep the cap and tassel only.

May 6
Credit cards will be charged full price for any regalia not returned by 5:00 p.m. on May 5. The prices are $400.00 for bachelor’s, $600.00 for master’s, and $800.00 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

Thursday, May 3, 2012, 9:00 a.m. ceremony

7:30 a.m. Graduates arrive at the UCF 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
          College of Arts and Humanities
          Architecture, Art, Digital Media, English, Film, French, History, Humanities, Modern
          Languages Combination, Music, Philosophy, Photography, Religious Studies, Spanish, Theatre
          College of Engineering and Computer Science

11:00 a.m. Approximate time ceremony ends

Thursday, May 3, 2012, 2:30 p.m. ceremony

1:00 p.m. Graduates arrive at the UCF 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
          College of Health and Public Affairs
          Burnett School of Biomedical Sciences

4:30 p.m. Approximate time ceremony ends
Friday, May 4, 2012, 9:00 a.m. ceremony

7:30 a.m. Graduates arrive at the UCF 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
College of Business Administration
College of Nursing

11:00 a.m. Approximate time ceremony ends

Friday, May 4, 2012, 2:30 p.m. ceremony

1:00 p.m. Graduates arrive at the UCF 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
College of Education
Rosen College of Hospitality Management

4:30 p.m. Approximate time ceremony ends
Saturday, May 5, 2012, 9:00 a.m. ceremony

7:30 a.m. Graduates arrive at the UCF 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

College of Graduate Studies
College of Optics and Photonics
College of Sciences

Office of Undergraduate Studies

11:00 a.m. Approximate time ceremony ends

*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 attend the College of Engineering and Computer Science’s ceremony.
# Commencement Ceremony Viewing Options

**The UCF Arena:** The commencement ceremonies will be held Thursday, May 3, Friday, May 4, and Saturday, May 5. Each guest, including children and infants, entering the UCF Arena is required to have a ticket for the ceremony.

### Thursday, May 3

<table>
<thead>
<tr>
<th>Time</th>
<th>College of Arts and Humanities</th>
<th>College of Engineering and Computer Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td></td>
<td>(up to 5 tickets)</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>College of Health and Public Affairs</td>
<td>(up to 5 tickets)</td>
</tr>
<tr>
<td></td>
<td>College of Medicine</td>
<td>(up to 5 tickets)</td>
</tr>
</tbody>
</table>

### Friday, May 4

<table>
<thead>
<tr>
<th>Time</th>
<th>College of Business Administration</th>
<th>College of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td></td>
<td>(up to 5 tickets)</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>College of Education</td>
<td>(up to 5 tickets)</td>
</tr>
<tr>
<td></td>
<td>Rosen College of Hospitality Management</td>
<td>(up to 5 tickets)</td>
</tr>
</tbody>
</table>

### Saturday, May 5

<table>
<thead>
<tr>
<th>Time</th>
<th>College of Graduate Studies</th>
<th>College of Optics and Photonics</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td></td>
<td>College of Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office of Undergraduate Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(up to 5 tickets)</td>
</tr>
</tbody>
</table>

**Simulcast Viewing Information:** Guests who do not have tickets for UCF Arena seating will have the opportunity to view the live telecast of the ceremony in the FAIRWINDS Alumni Center, the Student Union and on Campus Cable Channel 21. Seating is available on a first-come, first-served basis. Tickets are not required for the live telecast. See map on page 16 for Simulcast locations. The sign language interpreter is visible on the live telecast screen. The simulcast viewing is not closed captioned.

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

Degree Requirements
• All degree requirements must be completed by May 3.

• 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 after the commencement ceremony. Your college’s advising office will notify you of any deficiencies of degree requirements. Contact your college advising office if you have any questions regarding your status.

Diplomas
• Diploma covers are distributed at the ceremony. Bachelor’s and Master’s diplomas are not distributed at the ceremony. Doctoral diplomas will be given to graduates on the stage.

• 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 updated by contacting the Registrar’s Office. Diploma mailing addresses for master’s degrees may 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.

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. Graduates must select the “I want my transcript printed: After my degree is awarded” option.

Transcript payment must be made at the time of the request. There is a $10.00 charge per transcript request.
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](http://www.herffjones.com/college/ucf) from February 6 - March 16. Professional dress is strongly recommended for all commencement ceremony participants.

Graduates who ordered their official academic regalia before March 16, may pick up their regalia, reader cards, and tickets at the Barnes & Noble at UCF near the UCF Arena from April 23 - 27.

Graduates who ordered their official academic regalia after March 16, may pick up their regalia, reader cards, and tickets at the Barnes & Noble at UCF near the UCF Arena from April 25 – 27.

**Barnes & Noble at UCF store hours:**

Monday - Friday 9:00 a.m. – 6:00 p.m.

**Availability of sizes for official regalia cannot be guaranteed after March 16.**

Students who did not rent official academic regalia in advance may purchase available caps and rent available gowns from the Barnes & Noble at UCF near the UCF Arena during bookstore hours 9:00 a.m. – 6:00 p.m., through the day of commencement. 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 and stamped reader cards will be available when picking up regalia and tickets at the Barnes & Noble at UCF near the UCF Arena. 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.

**Doctoral Cap and Gown Information**

Regalia for doctoral candidates and doctoral hoods will be available for pick up at the Barnes & Noble at UCF near the UCF Arena during the days and times listed above. Doctoral regalia costs $800.00 if not returned. Graduation tickets for doctoral candidates are picked up April 23 - 27, at the Office of Constituent Relations in Millican Hall, Room 396. Doctoral candidate reader cards will be distributed at the UCF Arena prior to the graduates ceremony time.

**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 UCF 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 5. The prices are $400.00 for bachelor’s, $600.00 for master’s, and $800.00 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.
### 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>Education</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>

#### COLOR OF MASTER’S DEGREE TASSELS

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Masters</td>
<td>Black</td>
</tr>
<tr>
<td>Education Specialist</td>
<td>Old Gold</td>
</tr>
<tr>
<td>Doctoral Students Ph.D. and Ed.D.</td>
<td>Old Gold</td>
</tr>
<tr>
<td>Faculty (regardless of your degree)</td>
<td>Old Gold</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>English</td>
<td>White</td>
</tr>
<tr>
<td>Film and Digital Media</td>
<td>White</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>White</td>
</tr>
<tr>
<td>History</td>
<td>White</td>
</tr>
<tr>
<td>Interactive Entertainment</td>
<td>White</td>
</tr>
<tr>
<td>Music</td>
<td>Pink</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>Scarlet Red</td>
</tr>
<tr>
<td>Studio Art and the Computer</td>
<td>Brown</td>
</tr>
<tr>
<td>Teaching English as a Second Language</td>
<td>White</td>
</tr>
<tr>
<td>Texts and Technology</td>
<td>White</td>
</tr>
<tr>
<td>Theatre</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>Accounting</td>
<td>Drab</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Drab</td>
</tr>
<tr>
<td>Economics</td>
<td>Copper</td>
</tr>
<tr>
<td>Management</td>
<td>Drab</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>Drab</td>
</tr>
<tr>
<td>Sports Business Management</td>
<td>Drab</td>
</tr>
<tr>
<td>Taxation</td>
<td>Drab</td>
</tr>
</tbody>
</table>

### Education: Master’s Hood by Major

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</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>Computer Science</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Digital Forensics</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Engineering</td>
<td>Orange</td>
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</table>

### Graduate Studies

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interdisciplinary Studies</td>
<td>White</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Major</th>
<th>Color</th>
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</thead>
<tbody>
<tr>
<td>Communication Sciences and Disorders</td>
<td>Sage Green</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Kelly Green</td>
</tr>
<tr>
<td>Nonprofit Management</td>
<td>Teal</td>
</tr>
<tr>
<td>Public Administration</td>
<td>Teal</td>
</tr>
<tr>
<td>Social Work</td>
<td>Citron</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>Molecular and Microbiology</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</td>
<td>Aqua</td>
</tr>
</tbody>
</table>
### Sciences: Master’s Hoods by Major

<table>
<thead>
<tr>
<th>Major</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>Communication</td>
<td>Crimson</td>
</tr>
<tr>
<td>Forensic Science</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Health Care Informatics</td>
<td>Kelly Green</td>
</tr>
<tr>
<td>Mathematical Sciences</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>Psychology</td>
<td>Science Gold</td>
</tr>
<tr>
<td>Sociology</td>
<td>White</td>
</tr>
<tr>
<td>Statistical Computing</td>
<td>Science 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>Doctor of 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>
</tbody>
</table>
Ticket Information

Who needs a ticket?
Every guest, including children and infants, needs a ticket to attend the commencement ceremonies. Graduates should ensure that each guest has a ticket for admission into the UCF Arena. Graduation announcements are not tickets and cannot be used for admission.

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

Orlando Campus
Orlando campus students do not order tickets. Candidates must pick up tickets with the official academic regalia and reader cards at the Barnes & Noble at UCF near the UCF Arena, April 23 - 27, during bookstore hours (if regalia was ordered before March 16) or April 25 - 27, (if regalia was ordered after March 16.) See page 15 for ticket distribution hours. A photo ID will be required at the time of pick up. Doctoral candidates and platform party graduates should pick up their tickets at the Office of Constituent Relations, Millican Hall, Room 396, Monday through Friday, 8:00 a.m. – 5:00 p.m. Questions may be directed to the Office of Constituent Relations at (407) 823-3802.

Graduation candidates who are unable to pick up tickets may designate a third party to do so. A letter authorizing UCF to release the tickets to the third party must be provided at the time of pick up. The letter must include the student’s name, PID number, college or ceremony, and the student’s signature and photo identification.

Regional Area Campuses
Candidates from the following regional area campuses should place their order for rental regalia on February 6 – March 16, to receive tickets inside their rental package: Cocoa, Daytona Beach, Ocala, 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 from April 23 - 26. 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 27. Sizes and quantities are not guaranteed.

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

Cocoa Campus
Cocoa Bookstore, Building 6
Hours: Monday - Thursday 8:00 a.m. - 6:30 p.m., closed Friday & Saturday
Phone: (321) 631-9300
Contact: Rachel Costa or Margaret Bodison

Daytona Beach Campus
UCF at Daytona State College
Cashier & Administrative Services Office - Bldg.140 Room 105
Hours: Monday - Thursday 8:00 a.m. - 6:00 p.m., Friday, 8:00 a.m. – 12:00 p.m.
Phone: (386) 506-4073
Contact: Rosalyn Santana
What are the ticket distribution hours at the Barnes & Noble at UCF?

Monday - Friday 9:00 a.m. - 6:00 p.m.

How do graduates get extra tickets?
Extra tickets are not guaranteed. However, graduates can request a limited number of extra tickets by logging onto https://my.ucf.edu. Once you are in myUCF you can go to Student Service > My Academics. Pull down the menu for “Other academic…,” choose “Commencement Ticket Lottery” and click on the >> button. There you will see the instructions for applying for a maximum of 5 extra commencement tickets. Lottery results will be e-mailed to graduates’ Knights email addresses on April 30. From May 1 - 2, winners of the extra ticket lottery can pick up their tickets at the Barnes & Noble at UCF near the UCF 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 2. The forfeited tickets will be available on a first-come, first-served basis at the UCF Arena box office prior to each commencement ceremony.

If graduates are unable to pick up tickets at the designated times and locations, how do they receive their tickets?
Graduation candidates who are unable to pick up tickets may designate a third party to do so. A letter authorizing UCF to release the tickets to the third party must be provided at the time of pick up. The letter must include the student’s name, PID number, college or ceremony, and the student’s signature and photo identification.

If a graduate misses the designated ticket pick-up opportunities, will there be tickets available at the UCF Arena on commencement day?
Most likely, no tickets will be available at the UCF Arena on commencement day. Guests who do not have tickets for the commencement ceremonies should report to the will-call ticket office at the UCF Arena one hour prior to the ceremony. If tickets are available, they will be issued on a first-come, first-served basis. 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 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 UCF Arena.
Helpful Tips for the Graduate

Some tips to help make your commencement more enjoyable!

- 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 UCF Arena 75 minutes prior to their commencement ceremony.

- Graduates should keep in mind that travel to the UCF 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 prior to the ceremony at the bookstore table in the UCF Arena and at the Barnes & Noble at UCF near the UCF Arena. See commencement day bookstore hours below.

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>7:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:00 a.m. - 5:00 p.m.</td>
</tr>
</tbody>
</table>

- Use of electronic devices is prohibited during the ceremony (cell phones, iPads, pagers, or two-way radios).

- 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 Brian Pate at (407) 823-5046, 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 UCF Arena. Graduates 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 Barnes & Noble at UCF near the UCF Arena from April 23 - 27, if regalia was ordered before March 16, or April 25 – April 27, if regalia was ordered on or after March 16, during bookstore hours. Doctoral graduates will receive their reader cards upon arrival at the UCF Arena the day of their commencement ceremony and not when they pick up their regalia and tickets.

- Honor graduates should pick up a stamped reader card with academic regalia and tickets at the Barnes & Noble at UCF near the UCF Arena, April 23 - 27. Honor cords can be purchased from the Barnes & Noble at UCF near the UCF Arena.

- 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 UCF Arena the day of their commencement ceremony.

- Extra reader cards are available prior to the ceremony at the Registrar’s table located inside the UCF 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 9 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 EDUCATION</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>
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 UCF Arena.

- Faculty marshals and 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.

- The university reserves the right to request that graduates change inappropriate attire before they will be allowed to participate in the commencement ceremony.

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 the following items into the UCF Arena: bottles, cans, containers, alcoholic beverages, noisemakers, air horns, laser pens, silly string, confetti, banners, signs, or posters. 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 FAIRWINDS Alumni Center, located across the street from the UCF Arena. GradImages will be available for professional pictures following each commencement.
Information for Individuals with Disabilities

Accessible Parking at the UCF Arena
Those with state disability parking permits may park in Parking Garage D. Signs will be posted. The commencement parking map is on page 26 of this guide or can be downloaded on the Web at [http://www.registrar.ucf.edu/commencement](http://www.registrar.ucf.edu/commencement).

Access to the UCF Arena for Guests with Disabilities
Please plan to arrive at the UCF Arena at least 75 minutes prior to each ceremony. Plan to park on the first level of Parking Garage D. Wear comfortable shoes. Wheelchairs are not provided.

Accommodations for Guests with Hearing Impairments
A sign language interpreter and reserved seating will be provided at the commencement ceremony. Assistive listening system receivers are available at Guest Relations, located on the main concourse level at the UCF Arena. Personal identification must be submitted and will be held until the receiver is returned. Contact Brian Pate at (407) 823-5046 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 UCF 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 UCF Arena. Wheelchairs are not provided by the Arena.

Accommodations for Guests with Vision Impairments
Reserved seating will be provided at the commencement ceremony. Contact Brian Pate at (407) 823-5046 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 Brian Pate at (407) 823-5046, 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 UCF Arena. Graduates 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.

- Guests should keep in mind that travel to the UCF Arena may take longer than expected.

- To avoid traffic from earlier ceremonies, guests should plan to arrive approximately 75 minutes prior to the ceremony.

- Free parking is available in the parking garages surrounding the UCF Arena. Parking for guests with mobility impairments is available in Parking Garage D. Wheelchairs are not provided for guests with mobility impairments. Guests must provide their own. Parking maps are available online at http://www.registrar.ucf.edu/commencement.

- 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 UCF Arena are required for all guests, including children and infants.

- Guests who do not have tickets for UCF Arena seating will have the opportunity to view a live telecast of the ceremony at the FAIRWINDS Alumni Center, located across the street from the UCF Arena, and at the Student Union. See map on page 16 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 UCF Arena. Paramedics will be available on-site throughout the ceremony.

- Commencement bouquets and corsages are available for purchase at the UCF Arena, but can only be given to graduates after the ceremony. Vases are not permitted inside the UCF Arena, but may be purchased after the ceremony.

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

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

UCF 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. Patience during this process is appreciated.

Tickets are required for admittance to the UCF 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 UCF Arena: bottles, cans, containers, vases, alcoholic beverages, noisemakers, air horns, laser pens, silly string, confetti, banners, signs, or posters.

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

Flowers are permitted inside the UCF Arena, but may not be given to graduates prior to or during the ceremony. Vases are not permitted inside the UCF Arena, but they may be purchased after the ceremony.

UCF is proud to be a smoke-free campus.

Pagers, two-way radios, and cell phones are permitted, but they must be turned off upon entering the UCF 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 UCF 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. See page 29 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](http://www.registrar.ucf.edu).

**Information for Graduates with Disabilities**  (407) 823-5046

**Florida Relay Service TDD**  (800) 955-8771

**UCF 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 and top honor graduates may call this number to arrange pick-up of reserved seating tickets and doctoral ceremony tickets.

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

**Top Honor Graduates**  (407) 823-2842
Graduates may call this number for additional information regarding graduation. The Registrar’s Office will notify top honor graduates by mail.

**UCF Alumni Association**  (407) 823-2586 or (800) 330-2586
Graduates may call these numbers for additional information regarding the simulcast.
Directions to the UCF Arena

From Miami, Ft. Lauderdale, West Palm Beach, Melbourne, and Southeast Florida:

- I-95 to SR 50 (Colonial Dr.) West
- Stay on SR 50 (Colonial Dr.), approx. 15 Miles
- Right on SR 434 (Alafaya Trail), approx. 3.0 Miles
- Right on University Blvd.
- Right on Gemini Blvd., follow road around to the UCF Arena on the right, approx. 1.0 Mile

From Tampa, Lakeland, St. Petersburg, Clearwater, International Drive, Universal Studios, Walt Disney World, and SeaWorld:

- I-4 East to Toll Road 408 (East-West Expressway)
- Toll Road 408 (East-West Expressway) to SR 417 (Greeneway) North Toll Road
- Exit on University Blvd. East, follow road past SR 434 (Alafaya Trail) intersection into campus, approx. 2.7 Miles
- Right on Gemini Blvd, follow road around to UCF Arena on the right, approx. 1.0 Mile

From Tallahassee, Pensacola, Panama City, and Northwest Florida:

- I-10 East to I-75 South
- I-75 South to Toll Road Florida Turnpike South
- Exit turnpike at Toll Road 408 (East-West Expressway)
- Take East-West Expressway to Toll Road SR 417 (Greeneway) North
- Exit on University Blvd. East, follow road past SR 434 (Alafaya Trail) intersection into campus, approx. 2.7 Miles
- Right on Gemini Blvd, follow road around to UCF Arena on the right, approx. 1.0 Mile
Directions to the UCF Arena

From Downtown Orlando:

- East on Toll Road SR 408 (East-West Expressway)
- Take Toll Road SR 417 (Greenneway) North toward Sanford, approx. 4 Miles
- Exit on University Blvd. East, follow road past SR 434 (Alafaya Trail) intersection into campus, approx. 2.7 Miles
- Right on Gemini Blvd, follow road around to UCF Arena on the right, approx. 1.0 Mile

From Orlando International Airport:

- SR 528 (Beeline Expressway) East to SR 417 (Greenneway) North (Both Toll Roads)
- Exit on University Blvd. East, follow road past SR 434 (Alafaya Trail) intersection into campus, approx. 2.7 Miles
- Right on Gemini Blvd, follow road around to UCF Arena on the right, approx. 1.0 Mile

From Jacksonville, St. Augustine, Daytona Beach, and Northeast Florida:

- I-95 South to SR 50 (Colonial Dr.) West
- Stay on SR 50 (Colonial Dr.), approx. 15 Miles
- Right on SR 434 (Alafaya Trail), approx. 2.0 Miles
- Right on University Blvd
- Right on Gemini Blvd, follow road around to UCF Arena on the right, approx. 1.0 Mile
**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.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Inn Orlando UCF</td>
<td>12125 High Tech Ave.</td>
<td>(407) 275-9000 (800) 465-4329</td>
</tr>
<tr>
<td>Homewood Suites by Hilton</td>
<td>3028 N Alafaya Trail</td>
<td>(407) 282-0067 (800) 445-8667</td>
</tr>
<tr>
<td>Radisson Hotel Orlando UCF</td>
<td>1724 Alafaya Trail</td>
<td>(407) 658-9008 (800) 333-3333</td>
</tr>
<tr>
<td>Comfort Suites UCF Research Park</td>
<td>12101 Challenger Pkwy.</td>
<td>(407) 737-7303 (800) 228-5150</td>
</tr>
<tr>
<td>Courtyard by Marriott/UCF</td>
<td>12000 Collegiate Way</td>
<td>(407) 277-7676 (800) 321-2211</td>
</tr>
<tr>
<td>Days Inn &amp; Suites UCF</td>
<td>11639 E. Colonial Dr.</td>
<td>(407) 282-2777 (800) 329-7466</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hampton Inn &amp; Suites/UCF</td>
<td>3450 Quadrangle Blvd.</td>
<td>(407) 282-0029 (800) 426-7866</td>
</tr>
<tr>
<td>Hilton Garden Inn Orlando East UCF</td>
<td>1959 N. Alafaya Trail</td>
<td>(407) 992-5000 (800) 445-8667</td>
</tr>
<tr>
<td>La Quinta Inn</td>
<td>11805 Research Pkwy.</td>
<td>(407) 737-6075 (800) 531-5900</td>
</tr>
<tr>
<td>Orlando Airport/Double Tree by Hilton</td>
<td>5555 Hazeltine National Drive</td>
<td>(407) 856-0100</td>
</tr>
<tr>
<td>Residence Inn Orlando East/UCF</td>
<td>11651 University Blvd.</td>
<td>(407) 243-6100</td>
</tr>
<tr>
<td>Towne Place Suites Orlando</td>
<td>11801 High Tech Ave.</td>
<td>(407) 243-6100 (800) 257-3000</td>
</tr>
</tbody>
</table>
SPRING 2012 GRADUATES

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.

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

Attention Alumni:

Present your membership card at the campus bookstores and receive 15% OFF logo merchandise!

Two Locations to Serve You:
UCF Bookstore
Located in the John E. Tillman Center
(407) 823-5665

Barnes & Noble @ UCF
4800 Central Parkway, 281-650, 32916
Orlando, FL 32816
(407) 832-8461
Located next to the UCF Arena

All gowns, hoods, and tamu are RENTALS and must be returned to the Barnes & Noble @ UCF, next to the Arena, by 5:00pm 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.
ATTENTION GRADUATES

Four photos will be taken of every graduate at your upcoming commencement ceremony. In order to receive digital proofs within 24 hours, please provide us with a valid email address on your commencement reader card. Paper proofs will be mailed approximately 1–3 days after the ceremony. GradImages®—the fastest, most accurate and convenient commencement photography service.

Further Information & Frequently Asked Questions

Congratulations on your achievement! We are excited to be the official photographer for your ceremony. Below please find some answers to frequently asked questions regarding what to expect from GradImages® at graduation.

Do I need to sign up for my photo to be taken at graduation?

We will photograph each and every graduate at your upcoming ceremony. No appointments are necessary. Up to four photographs may be taken of you as you cross the stage and exit the stage area.

How do you know where to send my proofs?

Prior to the ceremony you will be asked to fill out your name and email address on a photo card. In some cases this card is also used to call your name from as you cross the stage. Our company has never and will not sell or share the address/email information provided to us to any other vendor.

When can I expect to see my proofs?

You can expect to have proofs emailed to you within 24 hours of your ceremony if we receive your email address on the card you complete at or prior to the ceremony. Proofs are also mailed to all graduates with a complete mailing address at that same time via US Mail.

Is there any obligation to order?

There is no obligation to order your graduation photographs. The school provides this photography service to you through GradImages®. If you decide that you are not interested, you can opt out of our email service upon viewing your proofs.

How do I order once I view my proofs?

You can order directly from our website once your customer number has been provided to you via email or proofs received through the mail. Orders can be placed online at www.gradimages.com, by phone at 1.800.261.2576, or by postal mail.
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
University of Central Florida

Rent your custom UCF Cap and Gown and purchase your UCF College Ring and Announcements only at the UCF Bookstore on Campus.

- Official Regalia
- Superior Quality Announcements
- The rental includes a one year membership in 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/graduation
GRADUATION CAP & GOWN RENTALS

**Online Order Deadline:** March 16, 2012
(www.herffjones.com/college/ucf)

**Grad Fair — Instore Pre-Rental Event:**
Feb. 6-9, 2012 (9 a.m.-5 p.m.)
(Main Campus Bookstore - John T. Washington Center)

**Cap & Gown Distribution & Final Order Event:**
April 25-27, 2012 (9 a.m.-5 p.m.)
(B&N@UCF bookstore - near the arena, main campus)

** CAP & GOWN QUESTIONS? CALL 407.823.0365!**

To Do:
- Earn my Cap & Gown
- Take Exam, Pass!
- Graduate
- Find Job
- Check out my alumni membership benefits

ALUMNI BENEFITS
- Restaurant discounts
- Logo merchandise discounts
- Rec & Wellness Center discounts
- Online career services
- Connect & Follow us on Facebook, LinkedIn & Twitter
- Fun events
- And much more

**UCF ALUMNI**

CALL TODAY!
WE ARE YOUR KNIGHTS NETWORK!
www.ucfalumni.com
407.UCFALUM
(407.823.0365)
Statewide Job Fair
May 9, 2012
10:00 a.m. - 3:00 p.m.
UCF Arena
*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

Dr. Ross Hinkle, Interim Vice Provost and Dean, College of Graduate Studies

Mr. Brian Boyd, University Registrar

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

Dr. Tony Waldrop, Provost and Executive Vice President

Mr. Tom Messina, Associate VP Administration Alumni Relations/Alumni Association

Ms. Glenna Oro, Assistant Vice President, Constituent Relations

Ms. Ana Petkov, Director, Constituent Relations

Dr. John Schell, Vice President and Chief of Staff

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

Mr. Paul Viau, Associate University Registrar

Commencement Guide Editors

Ms. Betty Barr
Ms. Dore Carter
Ms. Helena Falcon
Ms. Elsa Nieves
Ms. Glenna Oro
Mr. Paul Viau

Mr. Brian Boyd
Ms. Carla Cordoba
Ms. Sandra Hamrick
Ms. Shannon O’Donoghue
Ms. Ana Petkov
Ms. Jennifer Wharton