



University of Central Florida Fall 2014 Commencement



Degree Candidate Information

Congratulations on your upcoming graduation! In preparation for this important event, carefully review the following information. Also, review and share the accompanying "Guest Information" with your commencement guests. If you have any questions, please contact the Registrar's Office:

161 Millican Hall * Phone: 407-823-3100 * E-mail: registrar@ucf.edu

Commencement URL: <http://commencement.ucf.edu>

Please Note: There will be no Commencement rehearsals.

Please plan to arrive 90 minutes prior to the start of the ceremony.

Ceremony Times and Guest Ticket Information

Friday, December 12, 2014

9:00 a.m. (Procession of graduates begins at 8:40 a.m.)

College of Education & Human Performance, College of Health & Public Affairs, and Rosen College of Hospitality Management

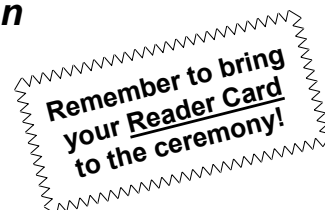
2:30 p.m. (Procession of graduates begins at 2:10 p.m.)

College of Arts & Humanities, College of Graduate Studies (Interdisciplinary Studies), College of Nursing, Office of Undergraduate Studies (Applied Sciences & Interdisciplinary Studies), and College of Sciences

Saturday, December 13, 2014

9:00 a.m. (Procession of graduates begins at 8:40 a.m.)

College of Business Administration, College of Engineering & Computer Science, College of Medicine, and College of Optics & Photonics



Tickets - Candidates receive up to five guest tickets. Please ensure that each guest has a ticket.

- ◆ Orlando campus candidates who ordered official caps and gowns on or before the October 24, 2014 deadline, regalia, reader card, and ticket pickup is December 1-5, 2014, at the Barnes & Noble @ UCF Bookstore located next to the CFE Arena. For Orlando campus candidates who ordered caps and gowns October 25, 2014 or later, regalia, reader card, and ticket pickup is December 3-5, 2014, during the bookstore's normal hours of operation. A photo ID will be required for pick-up.
- ◆ Regional campus candidates should order and pick up tickets at their area campus (Daytona Beach, Palm Bay and Cocoa only). Tickets must be ordered from September 15 to October 24, 2014, and picked up December 1-4, 2014. Daytona Beach candidates should contact the Administrative Services Office (Building 140, room 105) for tickets; Cocoa campus candidates should contact the BCC Bookstore. If a candidate from a regional campus misses the order period, the tickets will remain at the Orlando campus for pick up until December 5, 2014. Students from all other regional campuses must pick up tickets at the Orlando campus. Note: The Rosen College of Hospitality Management guest tickets will be available at the Rosen College Bookstore for pick up December 1-4, 2014.
- ◆ Candidates unable to pick up tickets (regular or extra) may designate a third party to do so by providing them with a letter authorizing UCF to release the tickets during the appropriate times listed above. Letters must include name of person designated to pick up the tickets, the candidate's name, PID, college of major and signature, and must be presented at the time of ticket pick up with a copy of the student's photo ID.

Please review the Commencement Guide at <http://commencement.ucf.edu> for additional information regarding UCF Commencement.

Extra Guest Tickets

- ◆ Extra tickets are not guaranteed. Candidates can request extra tickets at <https://my.ucf.edu> in the Student Center December 1-5, 2014. Up to five (5) extra Commencement guest tickets may be requested by participating graduates who have an Intent to Graduate approved by the college of the student's major by the withdrawal deadline of the current term. Lottery closes at 5PM on 12/5 and results will be e-mailed to the student's campus e-mail address on December 9, 2014. Winners of extra tickets will need to claim their tickets in person at the Barnes & Noble @ UCF Bookstore (near the Arena) December 10-11, 2014 during normal business hours. Lottery winners forfeit any tickets not picked up by 5:00 p.m. on December 11, 2014. The forfeited tickets will be available on a first come, first served basis at the CFE Arena box office prior to each Commencement ceremony.

Degree Requirements

- ◆ All degree requirements must be completed by Monday, December 1, 2014.
- ◆ Grade changes must be completed no later than one week after graduation. Incomplete grades will prevent graduation and you must reapply for graduation in a later term when degree requirements are satisfied.

Diplomas

- ◆ Degrees are awarded during a one month period after grades are posted and available on myUCF. Approximately 6 -10 weeks after Commencement, all baccalaureate and masters diplomas will be mailed to the address indicated on the student's "Intent to Graduate." 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.

Arrival Times and Arena Entry

- ◆ Candidates should be at the CFE Arena **90 minutes** prior to the ceremony. Signs will be posted directing candidates to their appropriate line-up areas within the CFE Arena for Doctoral degree candidates, and The Venue for Master and Undergraduate candidates.
- ◆ Guests should be seated at least 30 minutes prior to the scheduled ceremony start time.

Reader Card

- ◆ **Complete Reader Card and bring to ceremony.**
- ◆ Write your name, mailing address, phone number and e-mail address on the back of your Reader Card for mailing of photo proofs (no purchase required).
- ◆ If your name is difficult to pronounce, clearly write the phonetic pronunciation on the Reader Card.
- ◆ If your name or other information is incorrectly printed, contact the Registrar's Office at 407-823-4739.

Commencement Attire

- ◆ Official UCF regalia is required for all participants and professional dress is recommended.
- ◆ If you have not ordered your official UCF cap and gown, contact the UCF Bookstore at 407-882-0364.
- ◆ **The Registrar's Office reserves the right to request that graduates change inappropriate attire before they participate in the Commencement ceremony.**

Processional Instructions

- ◆ Faculty Marshals and University staff will direct line-up activities and will be available for assistance.
- ◆ Baccalaureate candidates wear mortarboard tassels on the right; graduate candidates wear tassels on the left.
- ◆ As the Procession enters the CFE Arena, move rapidly into your row as directed by the Marshal.
- ◆ Gentlemen, please remove mortarboards for the National Anthem.
- ◆ **Prior to individual recognition at the Platform, hand the Reader Card to the announcer on the Platform.**
- ◆ Throughout the ceremony, you will be appearing before family, friends and fellow graduates, as well as business and professional leaders from our community. Represent yourself and our University with dignity, decorum and pride.
- ◆ **No electronic devices (cell phones, 2-way radios, etc.) are permitted to be used during the ceremony.**

Grades

- ◆ Grades are not mailed at the end of each term. You may access your grades online at <https://my.ucf.edu>.

Transcripts

- ◆ Transcripts with your degree statement will be available two to five weeks following Commencement. If you require your transcript to include this degree statement, select **"Hold for Degree Statement"** when you submit your Transcript Request. The transcript charge is \$10.00 per copy.

Honors Calculation and Notations

- ◆ The "Baccalaureate Honors" listing in the Commencement Program and the award of the honor cord is based on your previous term's cumulative GPA.
- ◆ Your cumulative GPA may change when the current term grades are included. The honors notation for your diploma and transcript will be based on your final overall GPA.
- ◆ The Commencement Program is not an official listing of baccalaureate honors. Once the final term grades have been calculated, the correct honors notation will be added to the diploma and transcript.

Photographs

- ◆ GradImages will photograph you as you cross the stage.
- ◆ Proof copies are emailed immediately following the ceremony. You are not obligated to purchase prints.

Address Changes

- ◆ If your diploma mailing address has changed since you completed the "Intent to Graduate," or if your address will change after graduation, please notify the appropriate office:

- **Undergraduate students** notify the Registrar's Office:
P.O. Box 160114, Orlando, FL 32816-0114; or by fax:
407-823-5652. Attention: Graduation

- **Graduate students** notify College of Graduate Studies:
PO Box 160112, Orlando, FL 32816-0112; or by fax:
407-823-6442. Attention: Graduation

Please remember to include your PID, signature, and return address on all correspondence.

Note: Diploma mailing address cannot be changed on myUCF.

Lost and Found

- ◆ Contact the CFE Arena's Administrative Office to turn in or claim items.

Applications for Additional Coursework or Degrees

- ◆ **Baccalaureate graduates:** If intending to register for the next term, you must complete a new Application form. To change your status to "post-baccalaureate" or "graduate," contact College of Graduate Studies for a Graduate Application form. To renew your status as an undergraduate student to pursue an additional undergraduate degree, contact the Registrar's Office for a Readmission Application form.
- ◆ **Masters graduates:** To register for future terms and/or another graduate degree, contact College of Graduate Studies for a Readmission Application.

University Bookstore

- ◆ The UCF Barnes & Noble Bookstore, located next to the CFE Arena, will be open during Commencement. Please visit the Bookstore's website for official hours and information: <http://ucf.bncollege.com>. UCF graduation regalia return deadline is Saturday, December 13, 2014.

Accommodations for Persons with Disabilities

- ◆ Degree candidates who use a wheelchair, motorized scooter, service animal, white cane or sign language interpreter are asked to contact Brian Pate, phone 407-823-5046, to arrange for accessible seating. For TDD/TTY calls, please use the Florida Relay Service, phone 711. Guests who require assistance may call the CFE Arena, phone 407-823-3070.
- ◆ A sign language interpreter and designated seating are provided at each Commencement ceremony if arrangements have been made in advance.
- ◆ Assistive listening system receivers are available at the Arena Guest Relation Office. Personal identification must be submitted and will be held until the receiver is returned.



University of Central Florida Fall 2014 Commencement



Guest Information

We are pleased that you will be attending one of our Commencement ceremonies. We hope to make your visit a memorable and enjoyable one. The UCF Orlando campus is located in east Orlando at the east end of University Boulevard (see map on next page).

Prior to your visit, please review the following information and suggestions. You may also visit our Commencement web site for more information and to view the campus map and parking guide:

<http://commencement.ucf.edu>

If you have any questions, please contact the UCF Registrar's Office at 407-823-3100.

Ceremony and Ticket Information - Commencement will be held at the CFE Arena. Each ceremony will last approximately two hours. After the ceremony, plan to meet your graduate at the FAIRWINDS Alumni Center located across from the CFE Arena or on the plaza outside the CFE Arena.

Ceremony Times and Guest Information

Note: Processional of graduates will begin 20 minutes prior to the ceremony time.

Friday, December 12, 2014

9:00 a.m. (Procession of graduates begins at 8:40 a.m.)

College of Education & Human Performance, College of Health & Public Affairs, and
Rosen College of Hospitality Management



2:30 p.m. (Procession of graduates begins at 2:10 p.m.)

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and College of Optics & Photonics

Guest Tickets

- ◆ Tickets are required for all guests, including children and infants. Please contact your graduate to receive a ticket for the event.
- ◆ Graduation announcements are not tickets and cannot be used for admission.
- ◆ On the day of the ceremony, any extra tickets can be turned in or may be available from the CFE Arena Box Office (Will Call).

Arrival Times

- ◆ To avoid traffic congestion, plan to arrive approximately 1 1/2 hours before your graduate's ceremony.
- ◆ Doors to the CFE Arena open approximately 1 1/2 hours prior to each ceremony.
- ◆ Plan to be seated at least 30 minutes prior to the scheduled ceremony start time.

Parking

- ◆ Please follow signs for parking and access. Guests with state disabled parking permits will be directed to Parking Garage D, lower level.
- ◆ Parking map can be viewed at:
<http://commencement.ucf.edu>

UCF Bookstore

- ◆ Located across from the CFE Arena, the UCF Barnes & Noble Bookstore will be open special hours during the ceremonies.
- ◆ Please visit the Bookstore's web site for official hours and information:
<http://ucf.bncollege.edu>.

Guest Seating

- ◆ Most seating is general admission. Some seating is reserved for platform party guests and doctoral families (who will be contacted by the University).
- ◆ Early arrivals will have the best choice of seating. Due to space restrictions seating may not be saved. See "Arrival Times" for additional information.
- ◆ For additional guest seating information, call the CFE Arena at 407-823-3070.

Accommodations for Persons with Disabilities

- ◆ Accessible Parking at the CFE Arena: Persons with state disabled parking permits may park in Parking Garage D, lower level (located on Gemini Blvd., Across from the Arena). Signs will be posted. Please display your permit and follow directional signs.
- ◆ Accommodations for Guests with Mobility Impairment: Guests using wheelchairs and those unable to use stairs will use the ground-level lobby entrance. Wheelchairs or other walking aids are not provided. An elevator is located in the lobby. University staff will direct the guest and one companion to an accessible seating section in the CFE Arena.
- ◆ Accommodations for Guests with Hearing Impairment: A sign language interpreter is provided at the Commencement ceremony (right side of stage).
- ◆ Assistive listening system receivers are available at the CFE Arena Guest Relation Office. Personal identification must be submitted and will be held until the receiver is returned.
- ◆ Note that the Processional of graduates starts 20 minutes prior to the ceremony start time. Seating could be delayed for guests who arrive within 20 minutes prior to start time.

Concession Area

- ◆ Light snacks and beverages will be available from the CFE Arena concession stands.

Photos and Videotapes

- ◆ The University has arranged for GradImages to take the graduate's photograph while crossing the stage. Proof copies are emailed to the graduates.
- ◆ While cameras and video recorders are permitted, there is no area on the floor, near the stage, or on the stairs of the Arena for personal photography. All photos must be taken from guest seating.

Ceremony Protocol

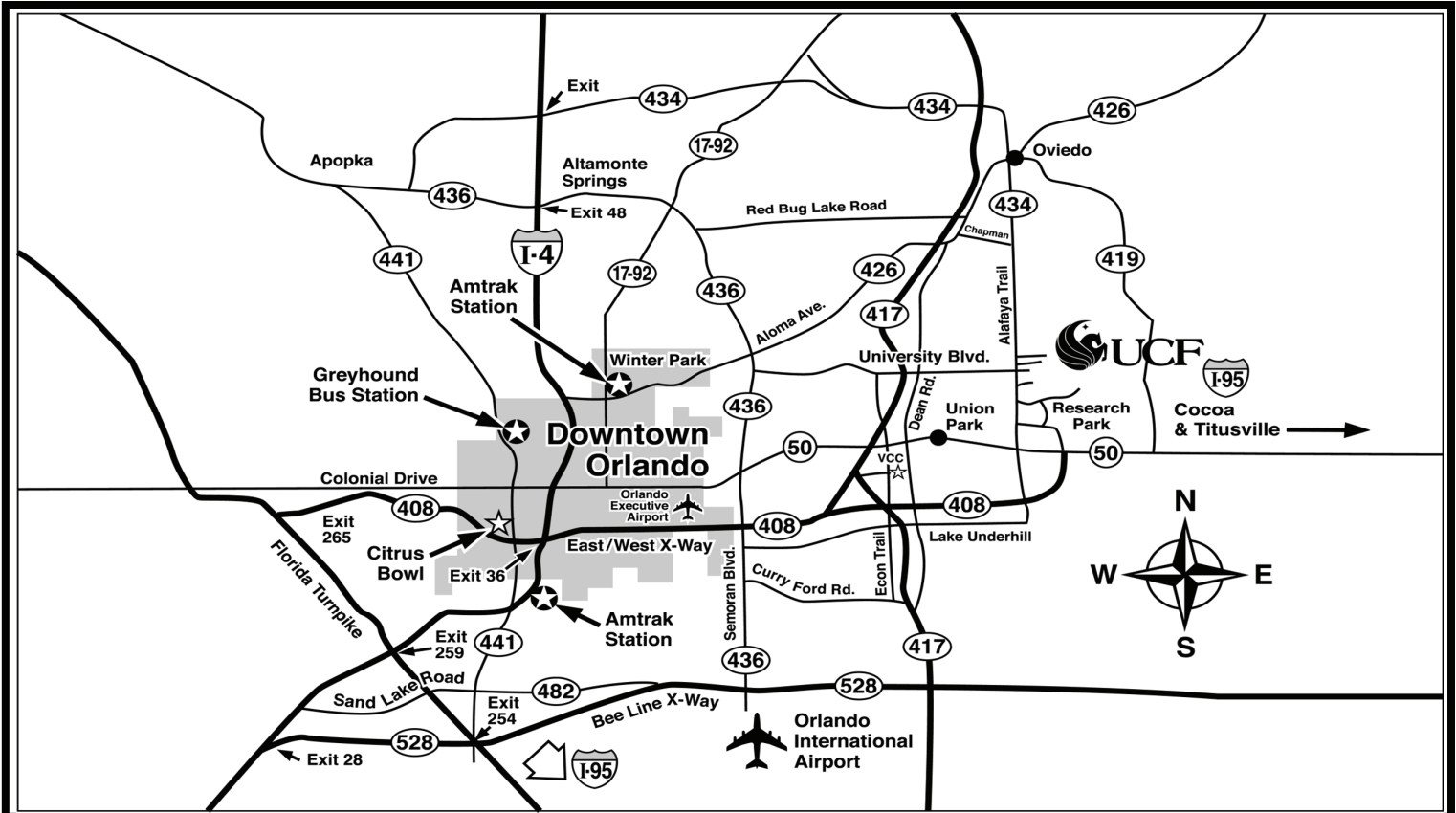
- ◆ In consideration of all graduates and their guests, please plan to remain for the entire ceremony.
- ◆ Applause is the most appropriate method of conveying congratulations as the graduates' names are announced.
- ◆ So that each graduate's name may be heard by family and guests, please refrain from bringing noisemaking devices into the Arena.
- ◆ **No electronic devices should be in use during the ceremony (no cell phones, 2-way radios or pagers).** Your cooperation is requested and appreciated.

Flowers

- ◆ Commencement bouquets and corsages will be available for purchase outside and in the lobby of the CFE Arena, and can only be given to graduates after the ceremony.

UCF Alumni Association

- ◆ After each ceremony, the UCF Alumni Association welcomes graduates and guests to meet in the FAIRWINDS Alumni Center, located across from the Arena.



For additional directions go to <http://campusmap.ucf.edu/vicinity/>

Local hotel information can be found at <http://ucfalumni.com/alumnicenter/area-hotels>

UCF GENERAL INFORMATION HOTLINE: 407-882-0909