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**Graduation Central**

Graduation Central is a one-stop shop for students anticipating graduation. Here you can pick up your graduation packet (including tickets), order announcements, buy regalia, visit with career services and financial aid, join the alumni association, or look at senior rings. In addition, Graduation Foto will offer a free portrait sitting session (graduation attire provided). Students can then preview and order pictures online.

**Please note:** For students unable to attend Graduation Central, your **graduation packet will be mailed to you.** In addition, you may purchase your regalia any time after Graduation Central at the UCO Barnes & Noble Bookstore. Call (405) 974-2736 for store hours or further information.

*Graduation Central dates on back cover.*
Preparing for Graduation

Degrees are conferred at the close of the fall, spring, and summer terms. Commencement ceremonies are held in the fall and spring semesters only. Summer graduation candidates participate in the spring ceremonies.

Application for Graduation forms should be completed on-line at [http://broncho2.uco.edu/advisement/graduation.html](http://broncho2.uco.edu/advisement/graduation.html).

Students apply online for graduation prior to the semester in which they plan to graduate. They should apply no later than July 1, for fall graduation, no later than November 1, for spring graduation, and no later than March 1, for summer in order to avoid an additional late fee.

You will be contacted by email regarding your status as a candidate for graduation. For more information, please contact Graduation Support Services, NUC 121, (405) 974-2392.

Please contact the Jackson College of Graduate Studies for graduation information for Master’s Degrees, (405) 974-3341.
Academic Regalia

All degree candidates must wear the appropriate navy blue academic regalia to participate in commencement, which includes the traditional cap, gown, and tassel. These are sold as a package and may be purchased at the Barnes & Noble Bookstore beginning during Graduation Central (see back cover for exact dates) through the end of that semester.

The cap and gown are formal attire and should be worn as such. Dark slacks with black shoes for men and black shoes for women are appropriate attire. The cap should be worn straight on the head, tassel to the right-front for undergraduates. Caps should be worn at all times except during the National Anthem, when men should remove their caps.

Graduates will not be allowed to carry items (purses, computers, video cameras, notebooks) in the processional. Please locate a safe secure spot so these items do not interfere with pictures and receiving the diploma on stage.

Tassel colors are as follows:

College of Fine Arts & Design - Chocolate Brown, (Pink, Music majors only)
College of Education & Professional Studies - Light Blue
College of Business Administration - Drab
College of Liberal Arts - Kelly Green
College of Mathematics & Science – Gold
Associate – Gray

Academic Honor Students

The Bookstore will have an official list of undergraduate students who have been designated as graduating with honors. Students meeting this criterion will be allowed to purchase an honor cord (sold separately) to be worn over their robe. Please contact the Office of the Registrar (405-974-2727) if you feel that your name was inadvertently omitted from this list.

Honor cord colors are as follows:
Summa Cum Laude - Gold
Magna Cum Laude - Silver
Cum Laude - White
Tickets

*All graduates will receive 6 tickets for their guests. These will be distributed at Graduation Central or will be mailed to graduate.*

Due to the large number of graduates and limited seating in Hamilton Field House, we require tickets for **all** guests at commencement. Ushers will collect tickets at the Hamilton Field House outer doors. Seating may not be reserved, and even with a ticket, *seating is not guaranteed.* Early arrival of your guests is suggested. Please inform them accordingly.

**If you do not need all of your tickets:**

Please return them to Graduation Support Services, Room 121A, in the Nigh University Center, and they will be redistributed to students in need of extras. *The redistribution or exchange of tickets for monetary purposes is prohibited.*

**Guests without tickets:**

Guests without tickets may only enter Hamilton Field House after the National Anthem. Any remaining seating will be released then. Overflow and guests without tickets may view the ceremony broadcast in the foyer on the south side of Hamilton Field House.

**To request extra tickets:**

Sign-up information to request extra tickets will be available at Graduation Central, or by contacting Graduation Support Services office, NUC 121U, 974–2392.

*Extra tickets are not guaranteed.*

**Other Viewing Options:**

The University of Central Oklahoma is proud to present their Commencement Ceremonies LIVE over the Internet. Live Streams will begin approximately 20 minutes before scheduled start times. There will be a link on the home page at [www.uco.edu](http://www.uco.edu).
Meeting Place for Old North

1. Administration Lillard
2. Alumni House
3. Art & Design
4. Baptist Collegiate Ministry
5. Baseball Field
6. Broncho Apartments
7. Broncho Lake
8. Buddy's
9. Business
10. Center for Transformative Learning
11. Central Plant
12. Central Plaza
13. Communications
14. Coyner Health Sciences
15. Edmond Chamber of Commerce
16. Edmond Fire Station
17. Education
18. Evans Hall
19. Facilities Management
20. Forensic Science Institute
21. Hamilton Field House
22. Health, Physical Education
23. Housing Office
24. Howell Hall
25. Human Environmental Sciences
26. Jazz Lab
27. Liberal Arts
28. Library Chambers
29. Math/Computer Science
30. Melton Gallery
31. Mitchell Hall
32. Murdaugh Hall
33. Music
34. Nigh University Center
35. Old North
36. OSBI Forensic Science Center
37. Plunkett Park
38. Police Services
39. Science Lab
40. Softball Field
41. Tennis Courts
42. Thatcher Hall
43. Thompson Soccer Field
44. University Commons Apartments
45. University Commons Clubhouse
46. University Health Services
47. University Suites
48. Wantland Hall
49. Wantland Stadium
50. Wellness Center
51. West Hall
52. Y Chapel
Undergraduate Ceremonies
Schedule of Events

When you arrive to campus:
Please meet at the south side of Old North (between Old North and Evans Hall—see map on opposite page) **one hour before your scheduled ceremony**.

Walk from Old North:
The traditional march from Old North Tower to Hamilton Field House will begin promptly 40 minutes prior to the actual commencement exercise. During the march, students may touch the top of the bell in Plunkett Park in remembrance of students that have gone before them, as well as their time at UCO. (If you arrive late, please go directly to the west side of Hamilton Field House, where a faculty marshal will assist you.)

At Hamilton Field House:
Students will be organized and given instructions by Faculty Marshals from their college. Once at the field house, faculty marshals will prepare degree candidates for the processional and make sure that name cards (examples on next page) are filled out completely.
Name Cards

- Name cards will be provided in your graduation packet so that you may complete in advance.

- The name cards are essential since they are used to individually recognize you as you cross the stage to receive your diploma cover. If you forget your name card, Faculty Marshals will have extras outside of Hamilton Field House.

- The information you provide will also be used as the contact information for the professional photographer. They will send an email to you after the ceremony for you to look at proofs.

- If your name is difficult to pronounce, please fill out the phonetic spelling area so that the name reader will be able to correctly identify you as you cross the stage.

A. Example of front of undergraduate name card. (This is what the name reader will use to announce you as you cross the stage.)

B. Example of back of both undergraduate and master’s name card. (This information will be used by the photographer to contact you about proofs.)
C. Example of front of master’s name card. (This is what the name reader will use to announce you as you cross the stage.)

Processional:

Degree candidates will file into Hamilton Field House as directed by Faculty Marshals and ushers, and will remain standing at their seats until directed to be seated.

- Once in the field house the procession splits, left line will sit left of stage, right line will sit right of stage.
- If you want to sit with another graduate in your college during the ceremony, line up in front or behind them (NOT beside them).
- Graduates do not have to be in alphabetical order or by department, just with their college.
- Order of line: Class Marshals followed by undergraduate students, by college.

Students will proceed into the Hamilton Field House from the west entrance in a double line at a slow pace.
The Ceremony:

Students will be seated on the Hamilton Field House floor along with the faculty. Students must remain seated and cannot leave the field house floor until ceremony has concluded. Ceremony will last approximately 1 1/2 hours.

Degree candidates will be instructed by Faculty Marshals when it is time to approach the stage platform to receive their diploma covers. As students process to the stage, a photographer will be on hand to take your picture right before you hand your name card to the name reader. A photographer will also take a picture while you are on stage and after with your diploma cover.

As soon as the degrees are conferred by the President, students will be instructed to change their tassels from the right-front to the left-front of their caps.

Recessional:

At the conclusion of commencement, all graduates will be led from the Hamilton Field House floor to the south doors as part of the Recessional. It is important that all graduates immediately exit Hamilton Field House. Guests should meet graduates outside, NOT inside Hamilton Field House.

Special Needs (Undergraduates and Graduates):

Should a student need special assistance with seating, vision or hearing during the undergraduate or graduate ceremony, please contact Graduation Support at (405) 974-2392.

Please make requests as soon as possible so that appropriate arrangements can be made.

Inlement Weather Instructions:

If it rains or in cases of excessive heat, students will be directed to the Hamilton Field House to be seated immediately.
Master’s Ceremony

This special Hooding Ceremony adds to the graduation experience by making it possible to focus on advanced degree candidates and their accomplishments. It allows graduate faculty and staff, family and friends a chance to witness the ceremonial hooding of the graduate student.

The Ceremony:
The ceremony follows the same order of events as the undergraduate ceremonies (p. 5-8) except for the following:

1) Faculty that are hooding will sit with the graduates
2) The formal hooding is on stage
3) Only in the fall, there will not be the Traditional Old North Walk in the evening due to darkness.

History and Significance of the Graduate Hood

The origins of academic dress date back to the 12th and 13th centuries, when universities were taking form. The hood that forms part of today’s academic dress was originally a head covering for bad weather. Later it was dropped to the shoulders in the form of a small cape. Eventually, the hood became a separate piece of apparel bearing even more symbolism than the gown. Today, hoods are the most expressive component of the academic costume. They serve to communicate the owner’s school, degree and field of study through their length and the colors of the lining and binding. Today’s hoods have evolved from a serviceable article of clothing to a type of elongated scarf draped over the shoulders and displayed down the back with the lining turned inside out.

UCO’s master’s degree graduates and candidates receive their hood because of the level of education they have pursued beyond the baccalaureate degree. The University of Central Oklahoma’s colors are blue and gold, hence these colors on the hood. The velvet trim on the hood signifies the scholar’s field. For example, a Master of Education recipient will have his blue and gold hood trimmed in light blue; a Master of Science recipient will have her blue and gold hood trimmed in golden yellow.
Graduate Hooding

Invite Faculty to Hood
You may contact a graduate faculty member in your program or department to invite them to hood you at Commencement. If a graduate faculty member is not available to hood you, a Dean will be available to hood you at the commencement ceremony.

Hooding Instructions:
1. Faculty member will line up in front of student(s).
2. When the previous hooding on stage is complete, the faculty member steps by the dean with the student.
3. Student pauses, and gives announcer his/her namecard.
4. After his/her name is called, the student will walk to the "X" in front of the dean/faculty member and stand.
5. The faculty member will take the hood, at the smallest end and share with the dean assisting you.
6. The hood will be placed over student’s head, so that it lays against the front of his/her neck and drapes over the back of shoulders.
7. The velvet side, signifying the degree type, should be most visible on the outside, with the satin side, signifying the school colors, should be less visible on the inside of the hood.
8. If this is the only student to be hooded, the faculty member will follow the student to the middle of the stage and exit back to the seats. (Faculty members: If another student is to be hooded, please remain on the stage as the next student is announced, then exit behind the final student, and return to original seats.)
Two Person Hooding Illustration:

1) Approach the stage with your hood draped over your arm.

2) Your professor or dean will place the hood over your head.
3) Smile for the camera!

Hooding Practice:

Hooding practice for students and/or faculty will be offered during the week of commencement for your convenience. The practice will not take longer than 30 minutes and will be held in the Hamilton Field House (see back cover for dates).
Additional Information & Resources

Announcements & Rings
Information regarding announcements and class rings can be obtained at Graduation Central or through the bookstore.

Commemorative DVD
You may purchase a copy of the DVD for your Commencement ceremony by contacting Graduation Nation: www.graduationnation.com or call (888) 523-3487

Commencement Photos
Commencement photo pictures will be taken by a professional photographer from Graduation Foto. Photographers will take 3-4 different portraits of the at commencement. Proofs will be emailed directly to the graduate and family within 5-7 days for families to purchase. Print Orders are placed in the mail for delivery within 4-6 days. For questions, contact Graduation Foto at bob@gradfoto.com or call (405) 364-1779.

Deaf and Hard of Hearing
A sign language interpreter will be at the commencement ceremonies. If you wish to sit close to the interpreter, disability seating is available. Family members that have a disability or cannot climb stairs can sit in disability seating along with one family member. Families cannot sit in disabled seating, but can sit in the bleachers beside the reserved area.

Prohibited Items
We request that you do not bring items (i.e. balloons, air horns, signs, alcohol, food) into the arena that may distract from the dignity of the Commencement ceremony. Individuals who cannot comply with this request will be asked to leave the premises. Thank you for giving the ceremony the dignity and honor it deserves.

Public Safety
Police Services will be assigned to different posts in and around the Hamilton Field House providing overall security. In case of an emergency, please contact a UCO officer or call (405) 974-2345. An ambulance is on the premises for medical emergencies.
Information to Share with Your Guests

◊ Special parking for the elderly and people with disabilities is available on the west side of Hamilton Field House if a handicap decal or license plate is displayed. **This parking is limited:** elderly and guests with disabilities may be dropped off at the west entrance to Hamilton Field House (see map provided, p.16). These guests should enter through the west doors to be directed by an usher to the available special seating.

◊ All other guests should enter Hamilton Field House through the south doors.

◊ Barnes & Noble bookstore will be in the foyer at Hamilton Field House before each ceremony with UCO gift items and memorabilia.

◊ The ceremony will be available for viewing at www.uco.edu. The live streaming will begin about 20 minutes before scheduled start time.

◊ As a courtesy in maintaining the dignity of this formal ceremony, guests and graduates should remain in Hamilton Field House until commencement is formally concluded with the Recessional. Ceremony will last approximately 1 ½ hours.

◊ The use of personal cameras and video equipment will be allowed to the extent that they do not obstruct viewing and that consideration is made for others in the audience. Cameras will not be allowed on the floor of the field house or by the stage. Professional photographers will take photos of each graduate which will be available for purchase.

◊ TV monitors and extra seating will be available in the lobby.

◊ Do **NOT** bring balloons, air horns, or confetti to Old North or into Hamilton Field House.

◊ Turn **OFF** all cell phones and pagers before you enter Hamilton Field House.

◊ A printed commencement program will be available for each graduate at his or her designated seat on the Hamilton Field House floor.

◊ All persons and bags are subject to search.

◊ **UCO is a Tobacco-Free Campus.**
Directions to Hamilton Field House:

To Hamilton Field House from East Bound I-40

- After approximately 3.5 miles exit onto I-44 E towards Tulsa/Wichita
- From I-40 East, take EXIT 147B and merge onto I-44 E/OK-3 W
- Continue North on Broadway Ext’n for 9 miles to E 2nd Street
- After 4.3 miles take EXIT 127 to Broadway Ext’n/US-77 N towards Edmond
- Turn right at E 2nd Street to S University Dr
- Turn left (north) at University Dr and continue to Ayers St
- Turn right on Ayers and follow 400ft. to Hamilton Field House (on left)

To Hamilton Field House from West Bound I-40

- From I-40 West, take EXIT 153 and merge onto I-35 North
- After 13.4 miles take EXIT 141 then a left turn towards City of Edmond at E 2nd St
- Continue on E 2nd St for 3 miles until you reach S University Dr
- Turn right (north) onto University and follow to Ayers St
- Turn right on Ayers and follow 400ft. to Hamilton Field House (on left)

To Hamilton Field House from I-35 South Bound

- From I-35 South, take EXIT 141 at E 2nd St
- Follow E 2nd St west for 3 miles until you reach S University Dr
- Turn right (north) onto University and follow to Ayers St
- Turn right on Ayers and follow 400ft. to Hamilton Field House (on left)
To Hamilton Field House from I-35 North Bound

- From I-35 North, take EXIT 141 at E 2nd St
- At E 2nd St intersection make a left turn towards City of Edmond
- Continue on E 2nd St for 3 miles until you reach S University Dr
- Turn right (north) onto University and follow to Ayers St
- Turn right on Ayers and follow 400ft. to Hamilton Field House (on left)

To Hamilton Field House from I-44 West Bound

- From I-44 West, exit and merge onto I-35N/OK-66 E toward Wichita
- Continue North for 3.4 miles then take EXIT 141 at E 2nd St
- At E 2nd St intersection make a left turn towards City of Edmond
- Continue on E 2nd St for 3 miles until you reach S University Dr
- Turn right (north) onto University and follow to Ayers St
- Turn right on Ayers and follow 400ft. to Hamilton Field House (on left)

To Hamilton Field House from I-44 East Bound

- From I-44 East, take EXIT 127 to Broadway Ext’n/US-77 N towards Edmond
- Continue North on Broadway Ext’n for 9 miles to E 2nd Street
- Turn right at E 2nd Street to S University Dr
- Turn left (north) at University Dr and continue to Ayers St
- Turn right on Ayers and follow 400ft. to Hamilton Field House (on left)
IMPORTANT PARKING INSTRUCTIONS
FOR THE UNIVERSITY OF CENTRAL OKLAHOMA
COMMENCEMENT CEREMONIES

Several measures, outlined below, have been taken to assist you and your guests. Please note carefully the map on the previous page and inform your guests accordingly.

SUGGESTED PARKING
The following large lots are suggested to make your guests’ arrival and parking as easy as possible. They are identified on the map with a large “P”. Please inform your guests accordingly:

• North, east and south of the College of Liberal Arts. Suggested approach is from the south or east. See map on reverse side.
• East and southeast of the Nigh University Center. Suggested approach is from the east or west off Second Street or Bauman.
• East of Wantland Stadium, off of Chowning. Suggested approach is from the north.
• Parking around the student housing southwest of Hamilton Field House is available on a limited basis.

DISABLED & ELDERLY GUEST PARKING AND DROP-OFF POINT
An unloading point and a limited number of parking spaces just for disabled and elderly guests will be available immediately west of Hamilton Field House. Vehicles with disabled/elderly guests will be permitted to access this lot by passing through the police traffic-control points. A handicap license plate or decal is required to utilize the handicap parking.

OTHER PARKING LOTS ON CAMPUS
All other parking lots on campus will also be available for Commencement parking.

NOTE
No shuttle bus services will be provided for Commencement guests.

QUESTIONS?
Call Safety & Transportation Services (405-974-2345).
After Commencement

Receiving your diploma:

Students who complete their degree requirements and have no debts to the university should receive their diploma by mail approximately four to five weeks following the last day of class in the semester in which they graduate.

All diplomas will be mailed to the diploma mailing address you provided on your application for graduation. If your address has changed since you applied for graduation, please supply your new address to Graduation Support Services, Nigh University Center, 121, (405) 974-2392 if you are a bachelors or associates candidate. If you are a master’s candidate please contact the graduate college at (405) 974-3341. Changing your address in another office will not change your diploma address with the Graduation Support Services office or the Jackson College of Graduate Studies.

Career Services:

UCO Career Services leads and empowers current and former UCO students in their career development. The staff and services are available to help students choose plans of study (i.e. majors), to find internships, and to ultimately find full-time employment upon graduation. No matter where you are on your career path, Career Services can assist you. Career Services for the University is located in Room 338 of the Nigh University Center, (405) 974-3346 or by email at careers@uco.edu.

Alumni Association:

Founded in 1902, the Alumni Association is the oldest and largest organization associated with UCO. We exist to serve alumni in all sorts of ways, including memberships, events, reunions and more! With your membership comes a subscription to Old North magazine, a discount card that gives you access to local and national discounts, on-campus benefits, and invitations to alumni events. The Alumni Association can be reached at (405) 974-2421 or by email at ucoalum@uco.edu.
Fall 2013 Commencement Ceremonies:

Friday, December 13 at 1 p.m.
College of Education and Professional Studies—Undergraduates Only

Friday, December 13 at 5 p.m.
Jackson College of Graduate Studies—All Graduate Students
Hooding practice at Hamilton Field House (optional): December 11 & 12, 3-4:30 p.m.

Saturday, December 14 at 10 a.m.
College of Business and College of Fine Arts and Design
Undergraduates Only

Saturday, December 14 at 2 p.m.
College of Liberal Arts and College of Mathematics and Science
Undergraduates Only

Important Phone Numbers:

Academic Affairs: (405) 974-3371
General commencement ceremony questions or concerns

Alumni Services: (405) 974-2421

Barnes & Noble UCO Bookstore: (405) 974-2736
Questions regarding purchase of academic regalia, announcements, and rings

Career Services: (405) 974-3346

Disability Support Services: (405) 974-2516

Financial Aid: (405) 974-2727

Graduate Support Services: (405) 974-2392
Graduate application status, tickets, diplomas

Graduation Foto: (405) 364-1779
Commencement pictures

Graduation Nation: (888) 523-3487
Commencement DVD