



## **(M.S. and Ph.D.) Graduate Degree Candidates Spring 2019 Convocation**

### **GALLOGLY COLLEGE OF ENGINEERING CONVOCATION**

Convocation is a formal ceremony for Gallogly College of Engineering Bachelor of Science, Master of Science, and Doctor of Philosophy graduates and their guests. **The Gallogly College of Engineering Convocation will be held at Lloyd Noble Center, 2900 S. Jenkins, Norman, OK on Saturday, May 11, 11:00 a.m.** Degree candidates and graduates need to arrive by **10:15 a.m. prior to the ceremony** to line up for the processional. Each graduate is recognized and photographed with the Dean as his/her name is announced. If you have questions, contact the Convocation coordinator by e-mail at [jdahlgren@ou.edu](mailto:jdahlgren@ou.edu) or by phone at (405) 325-1069.

For additional information, visit the GCOE Convocation website at [http://ou.edu/coe/academics/grad\\_convocation\\_fall](http://ou.edu/coe/academics/grad_convocation_fall)

### **SPRING 2019 CONVOCATION RESPONSE FORM**

All graduates and candidates should fill out the response form by **April 26, 2019**. This information will ensure your name and degree are announced correctly at the Convocation ceremony. The link can be found on the convocation website, listed above.

### **GRADUATE STUDENTS (M.S. and Ph.D.)**

Please visit or call your school's graduate staff liaison to discuss the completion date of your degree, your graduation application, hooding, and the Convocation Ceremony. M.S. and Ph.D. candidates and graduates from Fall 2018, Spring 2019, Summer 2019 may participate in Spring 2019 Convocation. Please advise the graduate staff member in your school that you wish to participate. In February, Convocation packets will be available from your school staff and will include an OU Commencement invitation, a Gallogly College of Engineering Convocation invitation, and other related information. Please complete the Convocation Response Form by **Friday, April 26**.

### **DOCTORAL CANDIDATES:**

Doctoral graduates/candidates will be hooded by their faculty adviser during the Convocation ceremony. **Doctoral graduates/candidates should bring their own hood to the ceremony** and carry it onto the stage for their faculty adviser to perform the hooding. Please make sure you have asked your faculty adviser or chair to participate in the hooding at Convocation.

### **UNIVERSITY OF OKLAHOMA COMMENCEMENT**

**The University of Oklahoma Commencement ceremony for the Norman Campus is Friday, May 10 at 7:00 p.m. at the Gaylord Family - Oklahoma Memorial Stadium.** Rain location is the Lloyd Noble Center Arena. For complete Commencement information and check-in procedures, please refer to the OU Commencement website [ou.edu/commencement](http://ou.edu/commencement). You may register for Commencement at [webapps.ou.edu/commecementform](http://webapps.ou.edu/commecementform). If you have questions, or if you, or a guest, need accommodations on the basis of disability, contact the Graduation Office by e-mail [commencement@ou.edu](mailto:commencement@ou.edu) or by phone at (405) 325-3467. If you will be hooded **at OU Commencement, you must register ahead of time**. See instructions at: [ou.edu/commencement](http://ou.edu/commencement) and click on *Current Students* at the top, then select Doctoral Candidates.

### **CAP & GOWN**

All graduates participating in Commencement and Convocation must wear their cap and gown. You may purchase these during Graduation Gear Up, or you may order Commencement invitations, cap and gown and other graduation related items online at [ou.edu/commencement](http://ou.edu/commencement) to be picked up at Graduation Gear-up in Norman. OU-Tulsa and Health Sciences Center students will have the opportunity to purchase regalia (no need to pre-order) at the Graduation Gear-up events to be held in Tulsa and OKC. Following the Graduation Gear-up events on March 18, students may go online at [ou.edu/commencement](http://ou.edu/commencement) to purchase regalia to be shipped

directly to them. A shipping and handling fee will be charged. We hope the ability to purchase on the Norman campus will be available starting on March 18 as well.

For information about wearing your academic hood, [ou.edu/commencement](http://ou.edu/commencement) and click on *Prepare for Graduation*.

## **WHEN AND WHERE TO REPORT ON CONVOCATION DAY**

Graduates/candidates need to arrive by **10:15 a.m. prior to the ceremony** to line up for the processional. Look for your school's banner and check in with the staff or faculty marshal from your school. You will be given a card that you will hand to the reader before crossing the stage.

Stay in your lines and listen for instructions for the processional. You will be seated by school or program. All graduates/candidates must remain in the seating area until the ceremony is concluded. **Do not bring purses, or umbrellas.**

## **GUESTS AND ACCOMMODATIONS ON THE BASIS OF DISABILITY**

Family, friends and guests are invited to the Spring Convocation. No tickets are required.

**Special accommodations are available. Please contact Julie Dahlgren: [jdahlgren@ou.edu](mailto:jdahlgren@ou.edu)**

## **PHOTOGRAPHS**

**Guests, please do not go onto the floor to take photographs.** Professional photographs of each graduate will be taken as he/she is introduced. Individual photos will also be taken. This service is provided at no charge to the graduate. A complimentary color proof will be mailed to you after Convocation. There will be no additional solicitation. For more information regarding photographs, call (405) 364-1777. Your proofs will be available for viewing online at [www.normanpartypics.com](http://www.normanpartypics.com). (View Proofs/Graduation/OU Commencement/College of Engineering).

## **DIPLOMAS AND OFFICIAL TRANSCRIPTS**

Approximately fifteen weeks after your final semester, the Office of Admissions and Records will mail diplomas to degree candidates who have been cleared for graduation. All tuition and fees must be paid to the University or a hold will be placed on your diploma. It is the responsibility of the student to contact the Office of Admissions and Records to request your diploma once the fees have been paid.

For those requesting transcripts, the request must be made in person to the Office of Admissions and Records at least ten weeks after the semester has ended. There is no charge for official transcripts. All tuition and fees must be paid to the University or a hold will be placed on your transcript. It is the responsibility of the student to contact the Office of Admissions and Records to request your transcript once the fees have been paid.

WATCH YOUR OU E-MAIL FOR IMPORTANT INFORMATION.
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