



(M.S. and Ph.D.) Graduate Degree Candidates 2017 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 13, 1:30 p.m.** Degree candidates and graduates need to arrive at **12:45 p.m.** 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, or need accommodations on the basis of disability, contact the Convocation Coordinator by e-mail at cmaag@ou.edu or by phone at (405) 325-1069.

For additional information, visit the GCOE Convocation website at https://ou.edu/coe/currentstudents/grad_convocation.html.

SPRING 2017 CONVOCATION RESPONSE FORM

All graduates and candidates should fill out the response form by **April 28, 2017**. 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 Summer 2016, Fall 2016, Spring 2017, Summer 2017 and Fall 2017 may participate in Spring 2017 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 28**.

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 12 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. You may register for Commencement at webapps.ou.edu/commencementform. 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 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 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 at Graduation Gear up, or you may order Commencement invitations, cap and gown and other graduation related items at the University Bookstore. They can be contacted by phone: (405)325-3511 or email: oklahoma@bkstr.com. Order early!

For information about wearing your academic hood, ou.edu/commencement and click on *Prepare for Graduation*.

WHEN AND WHERE TO REPORT ON CONVOCATION DAY

We will send an email with more information. Due to the construction, we are unsure where students will report. Graduates/candidates should report to Lloyd Noble Center by 12:45 p.m. to line up. 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 on the **FLOOR** section by school or program. All graduates/candidates must remain in the seating area until the ceremony is concluded. **Do not bring purses, or umbrellas.**

RECEPTION

All graduates and guests are invited to a come-and-go reception **immediately following the Convocation ceremony**. It will be held in the **Chesapeake Energy Courtside Club** in the Lloyd Noble Center..

GUESTS AND ACCOMMODATIONS ON THE BASIS OF DISABILITY

Family, friends and guests are invited to the Convocation Ceremony. **No tickets or reservations are required**. Guests should enter the Lloyd Noble Center through the **EAST** and should be seated in the southeast, southwest or south sections of the arena. Parking is complimentary. For guests or graduates with a disability parking permit, please park by the **SOUTHEAST** entrance of the Lloyd Noble Center. Enter via the southeast entrance ramp. An usher will direct you to seating. Should you have questions or need special accommodations, please contact cmaag@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. (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.
