

**THE UNIVERSITY OF TULSA COMMENCEMENT
DECEMBER 19, 2009
SCHEDULE OF ACTIVITIES**

<u>EVENT</u>	<u>TIME</u>	<u>LOCATION</u>
<u>Friday, December 18, 2009 – Ringing of the Bell and Reception</u>		
Graduate Reception	11:30 – 1:00	Collins Hall
<u>Friday, December 18, 2009 - Law School Hooding Ceremony</u>		
Check-in/Line Up	5:00 p.m.	College of Law
College of Law Hooding	5:30 p.m.	College of Law Court Room
Class Photos	Prior to Ceremony	College of Law
College of Law Reception	Immediately following Ceremony	College of Law Pit
<u>Saturday, December 19, 2009 - Commencement Ceremony</u>		
Collins College of Business, Continental Breakfast Engineering & Natural Sciences, Continental Breakfast / Reception	8:00-9:00 a.m.	Helmerich Hall, First Floor
Check-in/Line Up	9:00 a.m.	Keplinger Hall, Lower Level Atrium
Processional Begins	9:45 a.m.	Reynolds Center, Practice Gym
Commencement Ceremony	10:00 a.m.	Reynolds Center
Graduate School Gift & Pinning Ceremony	Immediately following Commencement	Reynolds Center, President's Suite

- **ANNOUNCEMENTS** – If you are unable to attend Senior Salute and wish to order personalized announcements, you may call Jostens directly at 1-800-353-5299 to place your order. Jostens needs a 6-week turn-around on orders, so you must place your order to allow time for processing.
 - **RINGING THE BELL** – FINALS WEEK – Collins Hall—Alumni will host a Graduate Reception at Collins Hall Friday, December 18th from 11:30 – 1:00.
 - **COLLEGE OF LAW** – On Friday, December 18th, immediately following the Ceremony, Graduating Law Students, families and friends are invited to attend a Reception.
 - **COLLINS COLLEGE OF BUSINESS** – On Saturday, December 19th, from 8:00 a.m. to 9:00 a.m., Graduating Seniors, Families and Friends are invited to attend a Continental Breakfast in Helmerich Hall, First Floor.
 - **COLLEGE OF ENGINEERING AND NATURAL SCIENCES** – On Saturday, December 19th, from 8:00 a.m. to 9:00 a.m., Graduating Seniors, families and friends are invited to attend a Continental Breakfast Reception in Keplinger Hall, Lower Level Atrium.
 - **LINE UP**– December 19th, 9:00 a.m. – The University of Tulsa Reynolds Center. Graduates are to report to the registration table for their college to obtain their official name card. This card will contain your name and any applicable honors designations to be read by the announcer. The name card will carry your name as requested for your diploma. The announcer will read only the information preprinted on this card. Alterations and additions will be omitted. If the information on your card is incorrect, report to the table staffed by representatives of the Registrar's Office. **Graduates will line up by College. Please, no children allowed in Line-Up/Processional. Students arriving late will not be seated once graduates have processed in and are seated in the arena.**
- This same card will be used by the photographer to mail you a proof of the photograph taken as you receive your diploma from President Upham. Purchase information will be mailed to you by the Photographer.
- **FALL COMMENCEMENT CEREMONY – PROCESSIONAL BEGINS 9:45 a.m.** Ceremony will last approximately one and one-half hours. Graduates will receive diploma cover only during commencement exercises. Diploma will be mailed to each graduate at a later date. Graduates may not leave the commencement area until completion of ceremony and recessional.
 - **GRADUATE STUDENTS** – Application for a degree should be filed in the Graduate School Office when a student enrolls for the final semester of course work. All Incompletes must be removed from the student's record, and all other indebtedness to the University satisfied by December 1. Questions should be directed to the Graduate School 631-2336.
 - **OBLIGATIONS** – Clear all financial obligations with the Library and the Business Office by December 5th. Candidates for graduation must have completed a Degree Application Card with their respective college in order to be eligible to participate in commencement. Undergraduate students complete the application in their Advising Office; Graduate and Law students do so in their Dean's Office.
 - **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES** - Individuals with disabilities wishing to have special services should contact the 504 Coordinator in advance of commencement by calling (918) 631-2315. TDD (918) 631-3329.