



## **COLLEGE OF ENGINEERING (B.S.) DEGREE CANDIDATES & GRADUATES 2008 COE Convocation**

### **SPRING 2008 DEGREE CANDIDATES**

By March 1 you should have completed your **graduation application** (blue card) and completed your online or paper senior survey in WSSC, Felgar Hall 112. In April, you will be notified by OU e-mail to pick up a Convocation packet in WSSC. Packets include an OU Commencement invitation, a College of Engineering Convocation invitation, a Convocation reply card, a placement survey and other graduation related information. *Please note important Commencement and Convocation information on the back of this page.*

### **SUMMER AND FALL 2008 DEGREE CANDIDATES**

Summer and Fall 2008 candidates must fill out a **graduation self-check** in WSSC, Felgar Hall 112, by May 1. Summer 2008 candidates must complete the **graduation application** (blue card) by July 1. Fall 2008 candidates must complete the **graduation application** (blue card) by October 1. If you plan to participate in May 2008 Convocation ceremonies, please note this on your graduation self-check. In April, you will be notified by OU e-mail to pick up a Convocation packet in WSSC. Packets include an OU Commencement invitation, a College of Engineering Convocation invitation, a Convocation reply card, a placement survey and other graduation related information. Note: There is no Fall Convocation; however there will be a fall reception for graduating seniors. *Please see important Commencement and Convocation information on the back of this page.*

### **SUMMER 2007 AND FALL 2007 DEGREE GRADUATES**

Summer 2007 and Fall 2007 graduates may participate in May 2008 Convocation ceremony. Please call or e-mail Williams Student Services Center (coe.wssc@ou.edu) if you plan to participate in the May 2008 ceremony. After April 1, you may pick up a Convocation packet in WSSC or you may request that it be e-mailed to you. You may also print the reply card and invitations from the website [http://www.coe.ou.edu/wssc/page/grad\\_convocation/](http://www.coe.ou.edu/wssc/page/grad_convocation/) and return the reply card by fax (405) 325-1366 or by e-mail, [coe.wssc@ou.edu](mailto:coe.wssc@ou.edu). Packets include an OU Commencement invitation, a College of Engineering Convocation invitation, a Convocation reply card, a placement survey and other graduation related information. *Please note important Commencement and Convocation information on the back of this page.*

### **UNIVERSITY OF OKLAHOMA COMMENCEMENT**

The University of Oklahoma Commencement ceremony for the Norman Campus is Friday, May 9 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 [www.ou.edu/commencement](http://www.ou.edu/commencement). 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.

### **COLLEGE OF ENGINEERING CONVOCATION**

Convocation is a formal ceremony for College of Engineering Bachelor of Science, Master of Science, and Doctor of Philosophy graduates and their guests. The College of Engineering Convocation will be held at Lloyd Noble Center Arena, Saturday, May 10, at 5:00 p.m. Degree candidates and graduates need to arrive at 4:15 p.m. to line up for the processional. Enter from the parking lot through the south ramp. 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 [coe.wssc@ou.edu](mailto:coe.wssc@ou.edu) or by phone at (405) 325-4096. For additional information, visit the COE Convocation website at [http://www.coe.ou.edu/wssc/page/grad\\_convocation/](http://www.coe.ou.edu/wssc/page/grad_convocation/).

## CONVOCATION REPLY CARD

The Convocation reply card must be turned in by **Thursday, May 1** to WSSC, Felgar Hall 112. If you are not on campus, you may fax it to (405) 325-1366 or e-mail a PDF attachment to [coe.wssc@ou.edu](mailto:coe.wssc@ou.edu).

## CAP & GOWN

All graduates participating in Commencement and Convocation must wear cap and gown. You may order Commencement invitations, cap and gown and other graduation related items at Commencement Countdown or the University Bookstore. Order early! Phone: (405)325-3511 Email: [oklahoma@bkstr.com](mailto:oklahoma@bkstr.com)

## ACADEMIC DISTINCTION/4.0 GRADE POINT RECOGNITION

You will be notified by OU e-mail if you are eligible to receive academic distinction honors from the College of Engineering. If you receive this distinction, you are eligible to wear specially-designated hoods over your academic regalia. Once notified, you may pick up your hood at Commencement Countdown or at the University Bookstore. The hood must be purchased if not returned to the bookstore. Students receiving honors distinction will be notified by the Honors College.

Undergraduate students who have earned an overall 4.0 grade point average during their complete University career are eligible to receive a University Seal medallion on a red-and-white ribbon. Students will receive an invitation about a special event hosted by President Boren. You are also eligible to wear specially-designed academic distinction hoods. For more information about Academic Distinction or the 4.0 recognition, please contact the Graduation Office at (405) 325-3467 or visit <http://www.ou.edu/commencement/home.html> and click on Prepare for Graduation.

## WHEN AND WHERE TO REPORT ON CONVOCATION DAY

Graduates/candidates should **report to the SOUTH SIDE RAMP ENTRANCE of Lloyd Noble Center by 4:15 p.m. to line up.** Enter from the parking lot, walk down the ramp, and ushers will direct you into the basketball practice gyms. Look for your school's banner and check in with your faculty marshal. The marshal will give you a card to give to the reader before you cross the stage.

<b>AME</b>	<b>West Practice Gym</b>	CEES	East Practice Gym
CBME	West Practice Gym	CS	East Practice Gym
BioEngr	West Practice Gym	ECE	East Practice Gym
		EPHY	East Practice Gym
		IE	East Practice Gym

**Stay in your lines and listen for instructions for the processional.** You will be seated in the **FLOOR** section by school or program. All graduates/candidates must remain in the seating area until the ceremony is concluded.

## RECEPTION

Following COE Convocation, you are invited to a reception in the Kerr McGee Courtside Club, located on the south side of Lloyd Noble Center on the upper level. All graduates and their guests are invited to join faculty and fellow graduates at this reception.

## GUESTS AND ACCOMMODATIONS ON THE BASIS OF DISABILITY--CONVOCATION

Family, friends and guests are invited to the convocation ceremony. No tickets or reservations are required. Guests should enter Lloyd Noble Center through the **EAST** or **SOUTHEAST** doors and should be seated in the southeast, southwest or south sections of the arena. Additional Convocation invitations for guests may be picked up in the Williams Student Services Center, 112 Felgar Hall. Parking is free. For individuals with a disability parking permit, park on the southeast side of Lloyd Noble Center. Enter via the southeast entrance ramp. Once inside the arena, an usher will direct you to the south elevator. Take the elevator to the 1<sup>st</sup> floor of the arena, and you will be directed to special seating. All guests in your group may sit together in this special section.

## PHOTOGRAPHS

**Guests, please do not go onto the floor to take photographs.** A professional photographer will photograph graduates as he/she receives a diploma cover. This service is provided at no charge to the graduate, and a complimentary color proof will be mailed within two weeks of Convocation. You may purchase photographs; however, there is no obligation. There will be no additional solicitation. For 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

About 15 weeks after your final semester, the Office of Admissions and Records will mail diplomas to degree candidates who have been cleared for graduation by their academic dean. Since all grades, as well as degrees, must be posted following graduation, it takes approximately eight weeks from the end of the semester to deliver a final transcript. Requests for transcripts must be made in writing to the Office of Admissions and Records, and there is no charge for official transcripts. Please do not call or write the Office of Admissions and Records until sufficient time has elapsed. **All tuition and fees must be paid to the University or a hold will be placed on your diploma and transcript.**