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 2900 S. Jenkins, Norman, OK on Saturday, May 11, 7:30 p.m.** Degree candidates and graduates need to arrive at 6:45 p.m. to line up for the processional. Enter from the parking lot through the south ramp. There is no limit to the number of guests who can attend, and no tickets are required. Each graduate is recognized and photographed with the Dean as his/her name is announced. If you have questions, or if you, or a guest, need accommodations on the basis of disability, contact the Convocation coordinator by e-mail at coe/wssc@ou.edu or by phone at (405) 325-4096. For additional information, visit the COE Convocation website at www.ou.edu/coe/wssc/grad_convocation.

SPRING 2013 CONVOCATION SURVEY

The Convocation Spring 2013 Survey must be completed by **April 26, 2013.** Graduates and candidates please complete the survey. It can be found at ouengineering.wufoo.com/forms/w7w8z9/

CAP & GOWN

All graduates participating in Commencement and Convocation must wear a 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. Order early! They can be contacted at Phone: (405)325-3511; Email: oklahoma@bkstr.com.

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

**WHEN AND WHERE TO REPORT ON CONVOCATION DAY**
Graduates/candidates should report to the SOUTH SIDE RAMP ENTRANCE of Lloyd Noble Center by 6:45 p.m. to line up. Enter from the south parking lot, walk down the ramp, and the 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 that you will hand to the reader before you cross the stage.

| AME     | West Practice Gym | CBME | West Practice Gym | BioEngr | West Practice Gym | CEES | East Practice Gym | CS | East Practice Gym | ECE | East Practice Gym | ENGR | East Practice Gym | TCOMM | East Practice Gym | EPHY | East Practice Gym | ISE | East Practice Gym |
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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**
All graduates and guests are invited to a come-and-go reception **May 11, 2013 from 2:30-4:30 pm**. It will be held at Devon Energy Hall, 110 W. Boyd St. Graduates and guests will have the opportunity to meet with the Deans and visit the College of Engineering buildings.

**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 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 scalonkey@ou.edu.

**PHOTOGRAPHS**
**Guests, please do not go onto the floor to take photographs.** A professional photographer will photograph graduates as he/she receives a diploma. This service is provided at no charge to the graduate, and a complimentary color proof will be mailed to you 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. (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 ten 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.

**WATCH YOUR OU E-MAIL FOR IMPORTANT INFORMATION.**

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