



MICHAEL F. PRICE COLLEGE OF BUSINESS

Instructions for Fall Convocation

December 17, 2016



All guests should enter the McCasland Field House through the main entrance on the south side of the building. There will be no reserved seating. Specially designated areas will be available for those with disabilities.*

ACADEMIC REGALIA

Caps and gowns are required for those participating in the Price College Convocation ceremony. For information about caps, gowns and announcements, contact the University Bookstore at 325-3511.

CONVOCATION DETAILS

Convocation for Price College will be held in the McCasland Field House at the University of Oklahoma on Saturday, December 17, 2016 at 2:00 pm. **All students should report to the lounge area on the first floor of Price Hall no later than 1:30 pm.**

The processional to the Field House will begin promptly at 1:55 pm. The order of the processional will be: Price College deans, Price College faculty, flag & banner carriers, PhD candidates, master's candidates and undergraduate candidates. During the processional all candidates should remain standing until everyone has reached their seats. Once seated, make sure the information card you will be given is complete before going to the stage. Special recognition will be given to those graduates whose parents, grandparents and great-grandparents are alumni of the University of Oklahoma.

Follow the instructions from your Faculty Marshals. They will let you know when to proceed to the stage. Present your card to the individual announcing the names, proceed across the stage to receive your diploma cover from the dean and return to your seat. All graduates are required to stay in their seats throughout the remainder of the ceremony.

Guests should not leave their seats to photograph students during the ceremony. There will be opportunities after the ceremony for guests to come forward and take pictures. A professional photographer will take a picture of each graduate receiving his/her diploma. This service is provided at no charge to the graduate and a proof will be mailed to you after Convocation. There is no obligation to purchase these photos. If you have any questions regarding official photographs, please call Party Pics at 364-1777.

RECEPTION

There will be a reception in Price Hall immediately following the convocation ceremony. Graduates will follow their Faculty Marshals in a recessional back to Price Hall. Family and friends are welcome to attend.

DIPLOMAS

Approximately twelve weeks after Convocation, the Office of Admissions and Records will mail diplomas to those candidates who have been cleared for graduation. Requests for transcripts must be made in writing to the Office of Admissions and Records. There is no charge for an official transcript.

SPECIAL NEEDS

*For more information or for special accommodations on the basis of disability, contact Taylor Heatly at theatly@ou.edu or (405) 325-4386.

