



FINDLAY

THE UNIVERSITY OF FINDLAY

1000 North Main Street
Findlay, OH 45840-3653
www.findlay.edu

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THE UNIVERSITY OF FINDLAY

Spring Commencement Ceremony



Saturday, May 3, 2008

SPRING COMMENCEMENT 2008

Checklist

It is time to begin organizing our activities for Spring Commencement at The University of Findlay. We want to share the results of our early planning with you.

On Saturday, May 3, the trustees, faculty and staff of the University will have the honor of participating in the awarding of your degree.

The ceremony will be held in the Robert A. Malcolm Athletic Center of the Ralph and Gladys Koehler Fitness and Recreation Complex.

The ceremony is a formal event. It is an event in which we want you to participate, and above all, enjoy.



Graduation Countdown

Thursday, Feb. 21
9 a.m. - 3 p.m.
Alumni Memorial Union Lounge

- Order a cap and gown and be sure you are on the list to graduate.
- Get photo taken to accompany your commencement hometown news release.

Senior Salute

Tuesday, April 22
10 a.m. - 2 p.m., 4 - 6 p.m.
Alumni Memorial Union, South Multipurpose Room

Pick up ordered caps and gowns and finalize all details for graduation.

Rehearsal

Friday, May 2
3 - 4 p.m.
Koehler Fitness and Recreation Complex, Wrestling Room, second floor

At the rehearsal you will "walk through" the ceremony. The reading of your name will be rehearsed so that you have the opportunity to

correct the pronunciation. Dr. Daniel May, vice president for academic affairs, will be there to meet you. Rehearsal is an important step in the preparation for commencement. Please plan to attend.

COMMENCEMENT DAY

Saturday, May 3

Baccalaureate Service

10:30 - 11 a.m.
Ritz Auditorium, second floor of Old Main

All graduates and family members are encouraged to attend this ecumenical worship service. This religious service is organized and directed by your classmates. Attending baccalaureate is an excellent way to set the tone for your day. Cap and gown are not required for this event.

Brunch

11 a.m. - 1 p.m.
Alumni Memorial Union, Multipurpose Room

This exceptional buffet will enable you to enjoy a fine meal with your family in advance of the commencement ceremony. It is a nice time to

share memories with classmates and their families. All graduates are admitted free with a reservation. Any questions or for reservations, please call the Office of Alumni & Parent Relations 419-434-4516.

Ceremony

12:30 p.m.
Doors open to the Koehler Fitness and Recreation Complex. No tickets necessary.

1 p.m.
Graduates must report to the Clauss Ice Arena on the first floor of the Koehler Complex. You will pick up a card printed with your name and information to line up. Cap and gown are required for this event. Staff will be available to help you line up and prepare for the procession.

1:50 p.m.
The formal procession begins promptly. Participating trustees, faculty and graduates will march into the Malcolm Athletic Center (track area) for the ceremony. Guests should be seated and ready for the procession.

2 p.m.
Ceremony begins in the Malcolm Athletic Center of the Koehler Complex when all graduates are seated.

Academic Regalia

All graduates must wear appropriate apparel in order to participate.

If you are unable to order your cap and gown on Feb. 21 at the Graduation Countdown, please place your order through the University Bookstore located at 1330 N. Main St. during normal business hours of 9 a.m. - 5 p.m. Monday - Friday or 11 a.m. - 1 p.m. Saturday. There will be a \$33 (tax included) charge for the undergraduate cap and gown and \$37 (tax included) for the master's degree apparel. There will be no charge for the master's degree hoods. A late charge of \$5 will be charged for orders received after March 3; \$10 after March 31 and \$20 after April 14.

You may call the Bookstore at 419-434-4561 or stop by at your convenience to place your order. Orders may be picked up beginning April 22 at Senior Salute or during normal business hours at the Bookstore beginning April 23.

The Griffith Memorial Arch Ceremony

4 p.m. (Approximately)
Traditional Arch Ceremony

A recessional will be played and you will be led in a formal line of march through the Griffith Memorial Arch in front of Old Main, marking the completion of your time at The University of Findlay and your entry into the world beyond.

If you will recall, many of you, as freshmen, marched in through the arch just before classes began to signify your beginning at UF.



Outstanding Bills

Make sure all financial requirements of the University have been satisfied by contacting the Business Office at 419-434-4690.

Academic Requirements

Be sure you have met all academic requirements by contacting the Office of the Registrar at 419-434-4556.

Announcements

You may purchase announcements through the University Bookstore at 419-434-4561.

Video

You may order a video of the ceremony by returning the attached form.

Photos

We have arranged for a photo to be taken of you receiving your diploma. Please allow two weeks for delivery of proofs. You may also order online at usafoto.com, password: grd08.

Disability Accommodations

Contact Lori Colchagoff, director of disability services, at 419-434-5532. Parking for people with disabilities will be available in front east side and behind the Koehler Recreation Complex (west side).

Alumni Association

Graduates automatically become members of the Alumni Association. We invite and encourage you to become active in the association. For information and services, please contact the Alumni Association at 419-434-4516, 1-800-472-9502, ext. 4516, fax 419-434-6779 or e-mail alumni@findlay.edu. Dr. Julie McIntosh '90 is president of the Alumni Association Board of Governors.

More Questions?

Call Academic Affairs: 419-434-4553
Fax: 419-434-4675
Web: www.findlay.edu
Bookstore: 419-434-4561

Commencement Brunch

The University of Findlay and the Office of Alumni & Parent Relations cordially invite you to attend a Commencement Day Brunch on Saturday, May 3. This exceptional buffet will be served in the Alumni Memorial Union from 11 a.m. - 1 p.m. Please R.S.V.P. by April 26.

Menu		Cost/#
<i>Buffet:</i>		
Carved Honey Baked Ham		
Artichoke and Sun-Dried Tomato Chicken		
Baked Ziti Parmesan		
Confetti Rice		
Country Egg Vegetable Skillet		
Hash Browns		
Assorted Muffins		
Croissants		
Mesclun Green Tossed Salad		
Greek Tortellini		
Fresh Fruit Salad		
<i>Dessert:</i>		
Ruby Strawberries with Chocolate Cup		
New York Cheese Cake		
Apple Crisp		
Strawberry Mousse Parfait		
Chocolate Mousse Parfait		

Adults: \$12
Children ages 6-12: \$6
Children 5 and under: complimentary
Graduates: complimentary

We will mail your tickets, or you may pick them up at the Stout Alumni Center, 1316 N. Cory St. If you have any questions, please call 419-434-4516.

Spring Commencement 2008 Brunch Reservation and Video Request Form (Please print clearly)

Name _____
Address _____
City _____
State _____ ZIP _____
Phone _____
E-mail _____

Brunch		Cost/#
Saturday, May 3		
Adult	\$12	_____
Ages 6 - 12	\$6	_____
5 and Under	complimentary	_____
Graduate	complimentary	_____

DVD Production of Ceremony \$25 _____

Please enclose a check made payable to The University of Findlay. You also may charge your credit card (we accept Visa, Mastercard or Discover) in the amount of \$_____
Credit Card Number _____
Exp. Date _____
Signature of cardholder _____

Please return this form to:
Office of Alumni & Parent Relations
The University of Findlay
1000 N. Main St.
Findlay, OH 45840