Dear Graduating Undergraduate:

Congratulations on your application for graduation from the University of Toledo College of Engineering!

On the Saturday following final exams, Dr. Steven LeBlanc, Interim Dean of the College of Engineering, and Dr. Scott Molitor, Interim Associate Dean of Undergraduate Studies, will host a graduation ceremony for all those earning a B.S. in engineering. This ceremony will take place in the Lois & Norman Nitschke Auditorium at 3:00pm. **You will need tickets to attend this ceremony** – so please keep reading.

You will need to submit the response form (RSVP) in order to attend the event. You will need to fill in the number of guests attending (limit of 5 guests) as well as information on your ring size for the Order of the Engineer ring ceremony. This ceremony is a part of the engineering commencement. The RING IS FREE and a gift to you from the College of Engineering. If you need to be sized for your ring, we will measure you when you drop off the response (RSVP) form. **You must attend the ceremony to receive the ring** as you will be required to take the Oath of an Engineer. This response form (RSVP) can be dropped off in NI 5006. Please read all the informational bullets below in order for you to prepare for your graduation commencement in the College of Engineering.

- Please complete and return the response form (RSVP) to either Diana or Sandy no later than December 5, 2014 in NI 5006 or fax to (419) 530-8006.

- Please email us one photograph of you when you were a child and one of you now. We will be putting together a video of all of our graduates when they were little as well as now. Be sure to include what department you are in and your name. You are welcome to send us up to 5 photos. ssstewart@eng.utoledo.edu **The photos are due by December 1, 2014.**

- Greetings congratulating the graduate or thanking the parent(s) can be added to the commencement program. Our website has an informational sheet on this, which you can fill out and return. **The greetings are due by TBD, 2014.**

- Caps and gowns (or military uniforms if you are being commissioned) are required for participation in the College of Engineering ceremony. Caps and gowns can be ordered in the bookstore prior to graduation. Your **TASSEL COLOR FOR YOUR CAP IS ORANGE**. Invitations and other graduation memorabilia are available at the campus bookstore. The bookstore is located on the corner of Dorr and Secor.

- Honor cords, which will be awarded on November 7, 2014 at the College of Engineering Honors Convocation, should be worn at graduation as well. You do not have to be in the honors program to attend and be recognized at the Honors Convocation. The honors convocation is for all students who graduate with a 3.3 grade point average or above. If you do not receive an invitation, and you think you are eligible, please contact Dr. Scott Molitor (419.530.8047) for the reason you were not designated to participate. Your honor cords will not be available in the bookstore, as they will be sent here for the ceremony. If you will not be participating in the honors convocation stop by after the ceremony and before graduation to pick up your cords and certificate. If you are to receive a coop medallion you will be given this when you line up for Commencement.
On the day of graduation, please **arrive before 2:30 p.m.** on the first floor of Nitschke Hall. Please find the sign for your department posted on the wall and wait there for a department representative to line you up for the ceremony. A copy of the graduation program will be on your seat on the stage. The rows will be clearly marked, and you will receive directions from your department representative during line-up. The auditorium will open at 2:00 p.m. for guests to be seated. Your tickets will be for specific seats in the auditorium so please make sure you do not bring extra guests.

We ask that your guests not arrive prior to 1:30 p.m. as we will be setting up for the ceremony. You will need to pick up tickets for your family BEFORE graduation in NI 5006, and give them to whomever they go to BEFORE graduation so guests can be seated immediately. **Please distribute your tickets prior to graduation.**

A professional photographer will be present and will take your photo as you receive your diploma cover. Please remember to turn forward toward the photographer in order to get a good photograph. The photographer will also take candid shots as well as family portraits after the ceremony during the reception. All photographs will be on the college website at: [http://www.eng.utoledo.edu/coe/academics/gradandhonors/photos/](http://www.eng.utoledo.edu/coe/academics/gradandhonors/photos/)

Students: Please remember to return all keys to all college and university facilities including dorm rooms, student organization offices, laboratories and offices. You should receive your diploma six to eight weeks after graduation. **If you do not receive it, please contact the Graduation Office at (419) 530-2533.**

Please take the time to sign up at The University of Toledo Alumni Office and stay in contact with our college. As you change jobs, get married, have children and move up your professional career. Once again, congratulations and best wishes to you and your families.