



College of Pharmacy
Office for Student Affairs

HPNP Complex
PO Box 100495
Gainesville, FL 32610-0495
352-273-6217
352-273-6219 Fax

September 9, 2009

Dear Graduating College of Pharmacy Student (MS, PhD):

Please read the following information carefully. The fall 2009 Commencement Ceremony for advanced degrees (MS, PhD) will be held on December 18, 2009, at 4:00 p.m. in the Stephen C. O’Connell Center. You will receive your hood and the degree will officially be conferred at this ceremony. Please visit the University Commencement web site for details <http://www.registrar.ufl.edu/commencement/instructsfall.html>.

If you would like to be recognized at the College of Pharmacy ceremony, which will be held on Saturday, December 20, 2008, we ask that you please complete the form on the College of Pharmacy web site, <http://www.cop.ufl.edu/ned/formgen/gradform.htm> to help us plan for the program and the reception no later than **December 1, 2009**. There will be a reception with cake and punch immediately after in the HPNP Reception Area.

GUESTS AT GRADUATION – Tickets are not required for guests attending either commencement ceremony.

REGALIA - Graduates need to order and pick up their caps, gowns and hoods from the University of Florida Visitor Center/Bookstore. All participants in the ceremony wear a university-approved cap and gown, which can be reserved from the University Bookstore. The deadline to [order regalia](#) is Friday, October 23. Regalia can be picked up from the Visitor Center/Bookstore the week prior to graduation.

Colors for regalia items are as follows:

Degree	Tassel	Hood	Cap	Gown
Pharm.D.	Olive Green	Olive Green velvet lined with orange & blue	Black	Black
M.S.	Black	Olive Green velvet lined with orange & blue	Black	Black
Ph.D.	Gold	Royal Blue velvet lined with orange & blue	Black	Black

NOTE: RETURNING REGALIA AFTER GRADUATION - Please be sure to return your cap, gown and hood to the bookstore at the UF Welcome Center after graduation. The tassel is yours to keep. Do not leave your cap, gown or hood on a chair or table somewhere without checking it in. Failure to turn in your cap, gown or hood will result in the withholding of your diploma and transcripts by the University.

DIPLOMAS – Diplomas will **not** be handed out at graduation. The Office of the University Registrar will mail diplomas to your permanent address on file with the University of Florida approximately eight to ten weeks after graduation.

THE COLLEGE OF PHARMACY CEREMONY - The sequence of the ceremony will be as follows:

1. Graduates are to report to the reception area of the HPNP Building by 9:15 a.m. on December 19th. At 9:30 a.m., the Marshals will line up the graduates for the processional. You will be handed your name form with your phonetic spelling printed on it. Please be on time.
2. At 10:00 a.m., the Marshal will lead the graduates up the stairs and down the aisle to their assigned rows and seats in the auditorium. The Marshal and the graduates will stand before their assigned seats, facing the rear of the auditorium. Once the graduates are in place, the faculty processional will proceed down the same aisle. The graduates turn as the faculty processional passes. When the faculty and guests are on stage, the graduates will turn to face the stage.
3. The Dean will ask those assembled to be seated. (*Male PharmD graduates should remove their caps and keep them off until granting of degrees by the Dean.*) The Dean will then make his opening remarks.
4. The invocation will be given and the National Anthem will follow.
5. The Dean will introduce the guest speaker and he/she will address the graduates.
6. Awards will be presented.
7. A representative from the University of Florida Alumni Association may also make remarks.
8. PharmD degrees will be conferred.
9. Advanced degree recipients will be recognized.
10. Dean Riffie, Associate Dean Millard the guest speaker will present the graduation scrolls. The announcer will call the names of the graduates, indicating academic distinctions where appropriate. The Marshal will lead each row of graduates to the left side of the stage. Graduates will hand their name form to the announcer as they approach the stage. As the announcer calls the graduates' names, they will cross the stage to receive their graduation scroll from the Dean. A University photographer will be present to take a picture offstage. The graduate will then return to his/her seat.
11. The Pharmacy Oath will be administered to the PharmD graduates.
12. The Dean will make his closing remarks.

13. The singing of the Alma Mater will close the ceremony.

14. The graduates will stand as the faculty and guests lead the recessional. Once the faculty and guests have passed, the Marshal will lead the graduates, row by row, out of the auditorium.

15. The class picture for students in the Doctor of Pharmacy program will be taken immediately following the ceremony.

This [Final Term CheckList](#) is helpful information and should guide you through this exciting time.

If you have any questions about the HPNP graduation ceremony on Saturday, December 19th, please contact the Office for Student Affairs at 352-273-6217. Otherwise, we look forward to seeing you at graduation!

Sincerely,

Sarah Resnick Carswell
Coordinator, Student Affairs