



College of Pharmacy
Office for Student Affairs

HPNP Complex
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September 9, 2009

Dear Graduating College of Pharmacy Student:

Please read the following information carefully. The fall 2009 Commencement Ceremony will be held on December 19, 2009, at 10:00 a.m. in the HPNP Building Auditorium. There will be a reception with cake and punch immediately after in the HPNP Reception Area.

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**.

GUESTS AT GRADUATION – Tickets are not required for guests attending the commencement ceremony. There is not a limit for the number of guests each graduate may invite. The HPNP auditorium has a 500 seat capacity.

REGALIA - Graduates need to order and pick up their caps, gowns and hoods from the University of Florida Visitor Center/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. When picking up your regalia make sure you receive a gown, cap, tassel and hood.

Colors for regalia items are as follows:

Tassel - Olive Green
Hood - Olive green velvet lined with orange and blue
Cap - Black
Gown - 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 GRADUATION 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. You should be wearing your cap, tassel and gown and have your hood draped over your left arm. Tassels should be fastened to the top of the cap and be hanging on the right side of the cap. **It is important that you “unbutton” your hood prior to draping it over your arm so it slides easily over your head when you are being hooded on stage.** 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 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. The graduating class will be introduced and degrees will be awarded. Dean Riffie, Associate Dean Normann and 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 hand their hood to the marshals to be hooded, then 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.
10. The Pharmacy Oath will be taken.
11. The Dean will make his closing remarks.
12. The singing of the Alma Mater will close the ceremony.

13. 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.
14. The class picture for students in the Doctor of Pharmacy program will be taken immediately following the ceremony.

THE RECEPTION - A cake and punch reception for the graduates and their guests will be held immediately following the ceremony in the Reception Hall of the HPNP Building.

The attached checklist has been provided to help guide you through this exciting time.

If you have any questions about the HPNP commencement ceremony, 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