



## 2020 GSBS Commencement Student Checklist

Commencement Dinner – May 14 at 6pm in the Holly Foyer  
Commencement Rehearsal – May 14 at 2pm in the Holly Foyer  
Commencement and Reception – May 15 at 4pm in the Holly Auditorium and Foyer

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Congratulations! You are receiving this checklist because you either applied for Spring 2020 graduation or your degree has been conferred within this academic year. Please note that if your degree has not yet been conferred, your eligibility to participate in graduation is contingent upon your successful defense and/or completion of your program.

### JANUARY/FEBRUARY

- Look for a Save the Date with information for the Commencement Ceremony
- Order Regalia from the Bookstore – Deadline is March 15<sup>th</sup>**
  - Order [online](#) or in the bookstore. Contact Judy in the bookstore with any questions: [sm398@bncollege.com](mailto:sm398@bncollege.com) or 210-567-2841. Save your receipt to present when picking up regalia.
- Determine who will be hooding you at commencement (Mentor or another faculty member)
- [Register Online](#) to Participate in the Commencement Ceremony

### MARCH/APRIL

- Last chance to order Regalia!! – Deadline is March 15<sup>th</sup>**
- Complete your Graduation Ceremony Slide and send to Charlotte Anthony at [gsbsgraduation@uthscsa.edu](mailto:gsbsgraduation@uthscsa.edu)
- Complete Flash Photography Information Card (*optional*)
- RSVP for the Commencement Dinner
- Send Baby photo to [gsbsgraduation@uthscsa.edu](mailto:gsbsgraduation@uthscsa.edu) for the Commencement Dinner Slide show
- Last day to defend for May Conferral – April 17<sup>th</sup>**
- Confirm with Dr. Blake on how to pronounce your name

### MAY

- Report on Final Oral and Dissertation/Thesis/Manuscript due for May Conferral – May 1<sup>st</sup>**
- To have your diploma mailed for May Conferral, email your name, ID and address to [registrars@uthscsa.edu](mailto:registrars@uthscsa.edu).
- Pick up Regalia from the bookstore. Bring your receipt. Do not leave the bookstore until you check that your package includes your gown, cap, tassel and hood! We will not have extra so make sure you have everything you need and that it is correct.
- Share [Live Streaming Link](#) with friends and family
- Last day to defend for June Conferral in order to participate in commencement – May 14<sup>th</sup>**
- Attend Commencement Rehearsal – May 14<sup>th</sup>
- Attend Commencement Dinner – May 14<sup>th</sup>
- Graduate!! – May 15<sup>th</sup>
- May Degree Conferral – May 15<sup>th</sup>

## TO KNOW FOR COMMENCEMENT EVENTS

### REHEARSAL

**Rehearsal will be held at 2:00 p.m. on Thursday, May 14** in the UT Health San Antonio Holly Auditorium. Please make every effort possible to attend with your hooding professor. Practice should take no more than one hour.

### COMMENCEMENT DINNER

**Commencement Dinner will be held at 6:00 p.m. on Thursday, May 14**, in the Holly Auditorium Foyer. A separate invitation will be emailed to you.

### COMMENCEMENT

**Commencement will be held at 4:00 p.m. on Friday, May 15**, in the UT Health SA Holly Auditorium. A reception will follow immediately after the commencement ceremony in the Holly Auditorium Foyer.

#### PARKING

Guests should park in the visitor parking lot. Overflow parking will be available in [Lot 2](#).

#### ATTIRE

All candidates will wear the traditional cap, tassel, gown, and hood. No adornments will be allowed on the cap or gown. We recommend wearing flat or shorter heels as graduates will be walking around the auditorium and down stairs. *Graduates who are not wearing their regalia will not be able to participate in the ceremony.*

#### LINE-UP AND PROCESSIONAL TIME

Graduates must arrive and check in at the Academic Learning & Technology Center (ALTC) Foyer no later than 3:00 p.m. on Graduation Day, May 15. Please look for *Student Sign-In* signs upon entry into the building and immediately notify us of your arrival. Robing rooms will be available in the ALTC beginning at 2:30 pm. Although we discourage you from bringing along any valuables, a security guard will be on-site throughout the ceremony. Formation of the Line of March will begin promptly at 3:30 p.m. in the Courtyard Breezeway.

#### AUDIENCE

We ask that guests arrive and be seated no later than 3:50 p.m. No tickets are required. Audience members are asked to remain seated and out of the walkways as to not block the graduates as they walk to the stage. Strollers will not be allowed in walkways

#### SEATING

Graduates and participating faculty members will have assigned seating in the front rows. Your guests may be seated in any of the seats behind these reserved rows.

#### LIVE STREAMING LINK

For those who are unable to attend the ceremony, please share the [Live Streaming Link](#).

### CEREMONY PHOTOGRAPHRY

The Office of Student Life will provide a professional photographer during the commencement ceremony who will be capturing photos as you cross the stage, as you receive your diploma tube, and as you exit the stage. Please complete a Flash Photography card located in the GSBS Dean's Office in the Academic & Administration Building, suite 100 (first floor), if you wish to receive the proofs for any of these photos. It is also appropriate for guests to take photo's during the ceremony though we ask that guests do not block the walkways in consideration of the graduates and faculty walking to the stage, and in consideration of the other guests watching the ceremony.

### DIPLOMA PICK UP

Diploma's will be available for pick up from the Registrar's Office the week after your degree conferral (May or June). If you plan to have your diploma mailed to you, email your name, ID and address to [registrars@uthscsa.edu](mailto:registrars@uthscsa.edu).

### JUNE CONFERRAL

For candidates following the June conferral timeline, your participation in the commencement ceremony does not indicate your completion of your program. Commencement is only ceremonial and does not represent the official conferral of your degree. If you do not complete your requirements per the June conferral timeline, you will be required to enroll in the Fall 2020 semester.

### CONTACT INFORMATION

If you have any questions about Commencement please contact Amber Yuker, [YukerA@uthscsa.edu](mailto:YukerA@uthscsa.edu) or 210-567-3711. Likewise, if you no longer plan to defend this semester, or do not plan to participate in commencement, please notify Amber Yuker immediately.

We look forward to seeing you and sharing this important occasion with you!