TO: December 2011 Graduate Candidates
FROM: Lora Lopez, Coordinator/Ralph Ferguson, Associate Dean
SUBJECT: Graduation Ceremony Friday, December 16, 2011

Agricultural Sciences & Natural Resources        Education
Architecture                                       Engineering
Arts & Sciences                                   Human Sciences
Business Administration                           Mass Communications
Visual & Performing Arts

The Graduate School December 2011 Commencement will be held on Friday, December 16th, at 7:00 P.M. in the United Spirit Arena. This ceremony is for Masters and Doctoral students that have filed an Intent to Graduate for this semester. Please contact the Graduate School to verify that your records are in order, (806) 742-2781.

All students will enter through the Drive-in Bay entry at the north end of the Arena (the ramp in the middle of the parking lot on the north side). Tables will be located there to pick up cards (printed with student’s name and a seat number). You will then go into the Practice Court where chairs will have seat numbers attached, matching numbers on your card so that you will be lined up by colleges. Instructions will be given and you will form processional lines into the Arena at about 6:45 P.M. Students should arrive by **5:30 P.M.** Doctoral candidates will carry their hoods and be formally hooded by their major professor(s). Master’s candidates will wear their hoods. All diplomas will be given out in the City Bank Room upstairs in the Arena **AFTER** the ceremony. Even though the ceremony is on the 16th, diplomas will be dated December 17, 2011 as that is the actual graduation date. Professor(s) hooding doctoral candidates should be in the Practice Court at least by 5:30 P.M.

**PLEASE ARRIVE ON TIME or we may not be able to place you in the ceremony. DO NOT BRING purses, keys, or cameras to the Practice Court.** Your regalia will need to be ordered through the Barnes and Noble campus bookstore, 806.742.3816 or 1.800.377.7329.

As per Texas Tech University Operating Procedures: a student may only receive 1 copy of a diploma; diplomas will be available for pick up 5 business days following commencement. After the mandatory 5 business days, all remaining diplomas will be mailed to the address listed on your Intent to Graduate form.

If you have decided NOT to attend the December ceremony or will NOT graduate this semester as planned, please notify the Graduate School at (806) 742-2781, Vanessa Bara, ext. 229, or Lora Lopez, ext. 230.

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