

Tiffin University

Graduation Information Sheet

The Graduate Commencement ceremony will be held on **Saturday, May 3, 2008 at 11:00 a.m.** in the Gillmor Student Center on Tiffin University's main campus. Please **report to the MAIN CLASSROOM BUILDING's registration table no later than 9:30 a.m.** for seating assignments and procession line-up. (There will be no formal rehearsal.) The Gillmor Center lobby will be open for your families until the gymnasium doors open at 10:00 a.m. **Notickets are necessary.**

Please be aware that the cafeteria will be closed; therefore, food service will not be available. However, the Bookstore will be open from 9:00 a.m. – 5:00 p.m.

Cap and Gown

You may obtain your cap and gown in one of the following ways:

1. You must call the bookstore and provide your height and weight by **February 15, 2008.**
2. Pick them up at the Bookstore between **Saturday, April 5 and Friday, May 2.** The Bookstore is open Monday through Friday between 8:00 a.m. and 5:00 p.m., and Saturday between 10:00 a.m. and 3:00 p.m.
3. To have them **mailed to you, call the Bookstore at 419-448-3437 no later than April 18.** You will not be charged for shipping. Caps and gowns will not be mailed after **April 19.**
4. On the day of Commencement you may pick them up in the Bookstore.

Attire and Personal Belongings

It is recommended that men wear dark pants with a light-weight shirt and tie and women wear a light-weight dress or light-weight skirt and blouse with dark shoes. Do not bring any personal items with you as there will be no place to store them. It is recommended that you lock your personal belongings in your car or give them to a family member.

Special Needs/Accommodative Services

If you or a guest attending the ceremony is hearing impaired or has limited physical mobility, please inform our office **immediately** so that arrangements can be made to provide appropriate accommodations.

Attendance at the Ceremony

The graduation ceremony is a milestone in your education and you are expected to attend. If for some reason it will be impossible for you to attend, please contact our office stating the reason for your inability to attend **by April 7, 2008** if you have not already done so.

If you have any questions, please contact our office as soon as possible.

Judy Gardner, Associate Vice President
Missy Roggow, Assistant Director
Graduate Student Services

Tiffin University
800-968-6446, ext. 3269
419-448-3269

GradStudentServices@tiffin.edu

Please report to the MAIN CLASSROOM BUILDING no later than 9:30 a.m!