



Gaylord College of Journalism & Mass Communication Instructions for Fall Convocation Saturday, December 18, 2021



The ceremony will be held in the Paul F. Sharp Concert Hall, Catlett Music Center. Guests may enter the building through the front doors. There will be no reserved seating, but we will offer designated areas for our guests requiring special assistance. *

ACADEMIC REGALIA

Caps and gowns are required for those participating in the Gaylord College Convocation ceremony. For information about caps, gowns and announcements please visit <https://ougradgearup.youcanbook.me>

Graduates, you are encouraged to decorate your mortarboard caps. Post a picture of your decorated hat and use the tag #GoGaylord to share your masterpiece!

CONVOCATION DETAILS

Convocation for Gaylord College will be held at the Paul F. Sharp Concert Hall, Catlett Music Center, 500 West Boyd Street, Norman, OK at University of Oklahoma on Saturday, December 18th at 10 a.m.

Check-in: All students and faculty should report to Paul F. Sharp Concert Hall, Catlett Music Center, 500 West Boyd Street, Norman, OK no later than 9:00 a.m. for check-in. Graduates and Undergraduates will gather in separate areas that will be clearly marked.

- Students: Please remember to take your gowns out of their packaging a few days prior to Convocation to allow for the wrinkles to fall out.
- Name cards will be distributed to students during line-up for final inspection. Any corrections should be completed before going to the stage.
- Faculty Marshals will let graduates know when to proceed to the stage. Present your name card to the announcer; proceed across the stage to receive your diploma cover from the Dean and return to your seat.
- There will be photo opportunities after the ceremony for guests to come forward and take pictures. A professional photographer will take a picture of each graduate receiving his/her diploma. This service is provided at no charge to the graduate and a proof will be mailed to you. There is no obligation to purchase these photos. If you have any questions regarding official photographs, please call Party Pics at (405) 364-1777.
- Guests, if you are unable to make it to graduation, you can watch the ceremony live on your computer or other web-enabled device at: <http://www.ou.edu/gaylordlive>.

PARKING

Parking will be available in the Elm Avenue Parking Facility located directly South of the Catlett Music Center.

DIPLOMAS

Approximately twelve weeks after Convocation, the Office of Admissions and Records will mail diplomas to candidates who have been cleared for graduation. Requests for transcripts must be made in writing to the Office of Admissions and Records. There is no charge for an official transcript.

SPECIAL ASSISTANCE

*For more information or for accommodations on the basis of disability, please contact Deyna Aragon at (405) 325-3689. **Guests with special seating requirements should plan on arriving at Paul F. Sharp Concert Hall, Catlett Music Center no later than 9:00 a.m.**