



University Relations  
University of South Florida  
4202 East Fowler Avenue, SVC 1098  
Tampa, Florida 33620-6918

FIRST-CLASS MAIL  
US POSTAGE  
**PAID**  
TAMPA, FL  
PERMIT No. 516

# Commencement Registration Materials

## Please Open Immediately

**DO NOT DESTROY**

# USF University of South Florida

## COMMENCEMENT SCHEDULE

<b>Tampa/Lakeland</b>	Saturday, May 1, 1999	2:30 p.m.	Sun Dome
	<i>Arts &amp; Sciences, Fine Arts, Architecture</i>		
	Student Registration	1:30 p.m.	Volleyball Gymnasium
	Saturday, May 1, 1999	7:30 p.m.	Sun Dome
	<i>Business, Education, Engineering, Nursing, Public Health, Medicine</i>		
	Student Registration	6:30 p.m.	Volleyball Gymnasium
<b>St. Petersburg</b>	Sunday, May 2, 1999	2:00 p.m.	Mahaffey Theater Bayfront Center
	Student Registration	12:30 p.m.	Sun Pavilion Room
<b>Sarasota</b>	Friday, May 7, 1999	7:00 p.m.	College Hall Bayfront Sarasota
	Student Registration	6:00 p.m.	College Hall



### **Graduation Photographs by Bob Knight PhotoMarketing, Inc.**

Bob Knight PhotoMarketing, Inc., considers providing commencement photography for the University of South Florida an honor and a privilege. We are committed to providing you with the professional service and quality photographs so deserved on this important occasion.

We will attend your ceremony and photograph you the moment you shake hands with President Castor. Just four days after the ceremony, we will mail to you a wallet size proof of each picture taken. These proofs are yours to keep at no charge. If you should choose to order enlargements, ordering information will be provided at that time. There is no obligation to purchase and this service is provided free of charge.

**Just prior to the beginning of the commencement ceremony, you will be given a card from which your name will be read. Please make sure you complete this card with your permanent address and phone number. This card will insure that your complimentary proofs will be mailed to the correct address. This is not a commitment to purchase. It simply guarantees the receipt of your proof.**

For more information, contact **Bob Knight PhotoMarketing at 1 (800) 628-4509**. Best wishes and congratulations!

**"Creating Memories to Last a Lifetime"**

*Events, activities, programs and facilities of the University of South Florida are available to all without regard to race, color, marital status, sex, religion, national origin, disability, age, Vietnam or disabled Veteran status as provided by law and in accordance with the University's respect for personal dignity.*



# GENERAL COMMENCEMENT INFORMATION FOR DEGREE CANDIDATES

1. PARTICIPATION IN COMMENCEMENT IS OPTIONAL — NOT A REQUIREMENT! IF YOU ARE NOT PLANNING TO WALK IN THE CEREMONY, PLEASE DISREGARD THIS INFORMATION.
2. To participate in any campus ceremony, you are required to complete and send in the Ceremony Registration postcard in this booklet. Registration card should be mailed or returned to Registrar's Office drop box in SVC lobby.
3. **NO ADDITIONAL INFORMATION OR CONFIRMATION LETTERS WILL BE SENT.**
4. NO REHEARSAL will be held before the ceremony.
5. **Tickets:** NO tickets are required for admission to the Tampa campus ceremony. Tickets **ARE** required for guests of graduates of **Sarasota and St. Petersburg campus ceremonies.**
6. **Academic Regalia:** Full academic regalia is required for participation in the ceremony. Bachelor's regalia includes cap and tassel (with color according to college) and gown; advanced degree candidates' includes cap and tassel (with color appropriate to major), gown, and hood.
7. **Your personal dress:** Dark clothing and shoes.
8. **Conferring of Doctoral Degrees:** Candidates will process in with their major professors and sit in a designated section. Doctoral candidates will be hooded individually by their major professor on stage. Each candidate will receive specific instructions from the Graduate School and the University Ceremonies Office (or regional campus office) through his/her major professor regarding the conferral of degrees and the processional.
9. **Conferring of Advanced Degrees: Education Specialists and Masters:** The President will first recognize the Dean of the Graduate School, who will ask candidates to stand. Marshals will direct you to the readers on the aisle. Present your name card to the appropriate reader and proceed to shake hands with your College Dean and the President. The President will confer the degrees. You will return to your place and remain seated until the Commencement is over. All Master's will sit together by college.
10. **Conferring of Bachelor's Degrees:** Stand as your College Dean recognizes the students from your college. Marshals will direct you to the stage. Present your name card to the appropriate reader and proceed to shake hands with your College Dean and the President. The President will confer degrees after every Bachelor's candidate has crossed the stage. You will return to your place and remain seated until the Commencement is over.
11. **Honor Students:** Bachelor's with 3.5 or higher GPA for USF grades as well as all transfer hours and recommendation by the college dean (see *USF Catalog*). Please check college honors list in Bookstore at the time of regalia pick-up. If you are an honor student, you may purchase an honors medallion. NOTE: No special recognition at the ceremony will be placed on those students who graduate magna cum laude or cum laude. These distinctions are notated on the diploma!
12. **Students with Disabilities:** Please contact each campus planning office at your earliest convenience *but no less than five days prior* if a reasonable accommodation of a disability is needed. At the Tampa campus, Sun Dome ushers are available to assist students to the arena floor.
13. **DIPLOMAS:** Will be mailed to graduates approximately 4 to 6 weeks following Commencement by the Registrar's Office after the colleges have certified all graduates.

**PLEASE DIRECT ALL DIPLOMA INQUIRIES TO THE REGISTRAR'S OFFICE.**



# HONOR SASHES

If you are a member of one of USF's honor societies or you are enrolled in one of the departmental honors programs, you are eligible to order an honor sash to wear at graduation. (**Sashes are not for those graduating with "honors" i.e. Cum Laude, Magna Cum Laude, etc.**)

- Sashes are ordered by submitting: ORDER FORM and CHECK or MONEY ORDER, and PROOF OF MEMBERSHIP (i.e.: copy of invitation letter, certificate) to the address below:

Honor Sash Coordinator  
c/o Information Desk, Phyllis P. Marshall Center  
University of South Florida  
4202 East Fowler Avenue, CTR 246  
Tampa, Florida 33620-2246  
Telephone (813) 974-3180

- All orders must be received by **April 9, 1999**. No orders will be placed without payment.
- Price: \$35.00 for the sash and one society. \$5.00 for each additional society. Maximum number of societies is four.
- Tampa and Lakeland Campus** graduates have the following options:
  - Pick up your sash at the Marshall Center Information Desk at the Tampa Campus.
  - Have your sash sent by Express Mail to the address you provide below for a fee of \$13.75.
- St. Petersburg Campus** graduates have the following options:
  - Pick up your sash at the Campus Activities Center Front Desk at the St. Petersburg Campus.
  - Pick up your sash at the Marshall Center Information Desk at the Tampa Campus.
  - Have your sash sent by Express Mail to the address you provide below for a fee of \$13.75.
- Sarasota Campus** graduates have the following options:
  - Pick up your sash at the Marshall Center Information Desk at the Tampa Campus.
  - Pick up your sash at the Westside Student Center at the Sarasota Campus.
  - Have your sash sent by Express Mail to the address you provide below for a fee of \$13.75.

The sashes are gold satin with the name of your society on one side and the Council of Honor Societies seal on the other. Samples are available for view at the Marshall Center Information Desk.



## HONOR SASH ORDER FORM

Please enclose order form and **PROOF OF MEMBERSHIP** with payment. Checks should be made payable to the University of South Florida. This order is separate from cap and gown order. **DEADLINE IS APRIL 9TH.**

Name: \_\_\_\_\_ SS# \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Local Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Sash + one (1) society **\$35.00**

I will pick up my sash at the following campus: \_\_\_\_\_ Additional society at \$5 each \$ \_\_\_\_\_  
 \_\_\_\_\_ Tampa, Marshall Center Information Desk Please mail my sash to the address above.  
 \_\_\_\_\_ St. Petersburg Campus Activities Center Front Desk To Mail, add \$13.75 Express Mail fee \$ \_\_\_\_\_  
 \_\_\_\_\_ Sarasota Campus Westside Student Center

# of Societies requested \_\_\_\_\_ Check # \_\_\_\_\_ Total amount enclosed \$ \_\_\_\_\_

Check No More than Four:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1) Alpha Chi (Scholastic)</li> <li><input type="checkbox"/> 2) Alpha Epsilon Delta (Pre-Med)</li> <li><input type="checkbox"/> 3) Alpha Epsilon Rho (Broadcasting)</li> <li><input type="checkbox"/> 4) Alpha Phi Sigma (Criminal Justice)</li> <li><input type="checkbox"/> 5) Alpha Pi Mu (Industrial Eng.)</li> <li><input type="checkbox"/> 6) Alpha Theta Lambda (Pre-Law)</li> <li><input type="checkbox"/> 7) Alumni Scholars</li> <li><input type="checkbox"/> 8) Arts and Sciences Honor Society</li> <li><input type="checkbox"/> 9) Beta Alpha Psi (Accounting)</li> <li><input type="checkbox"/> 10) Beta Gamma Sigma (Business Admin.)</li> <li><input type="checkbox"/> 11) Beta Phi Mu (Library Science)</li> <li><input type="checkbox"/> 12) Chi Epsilon (Civil Eng.)</li> <li><input type="checkbox"/> 13) Dept. Honors (Intradepartmental programs)</li> <li><input type="checkbox"/> 14) Eta Sigma Phi (Classics)</li> <li><input type="checkbox"/> 15) Gamma Theta Upsilon (Geography)</li> <li><input type="checkbox"/> 16) Golden Key National Honor Society</li> <li><input type="checkbox"/> 17) Kappa Delta Pi (Education)</li> <li><input type="checkbox"/> 18) Kappa Tau Alpha (Mass Communication)</li> <li><input type="checkbox"/> 19) KOSOVE Society</li> <li><input type="checkbox"/> 20) Mortarboard (Leadership/Scholastic)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 21) Omicron Delta Kappa (Leadership)</li> <li><input type="checkbox"/> 22) Order of Omega (Greek Leadership)</li> <li><input type="checkbox"/> 23) Phi Alpha Theta (History)</li> <li><input type="checkbox"/> 24) Phi Eta Sigma (Freshman)</li> <li><input type="checkbox"/> 25) Phi Kappa Phi (Senior)</li> <li><input type="checkbox"/> 26) Phi Mu Alpha (Music)</li> <li><input type="checkbox"/> 27) Phi Sigma (Biology)</li> <li><input type="checkbox"/> 28) Phi Theta Kappa (Transfer)</li> <li><input type="checkbox"/> 29) Pi Gamma Mu (Social Science)</li> <li><input type="checkbox"/> 30) Pi Kappa Lambda (Music)</li> <li><input type="checkbox"/> 31) Pi Mu Epsilon (Math)</li> <li><input type="checkbox"/> 32) Pi Sigma Alpha (Poli Sci)</li> <li><input type="checkbox"/> 33) Pi Tau Sigma (Mechanical Eng.)</li> <li><input type="checkbox"/> 34) Psi Chi (Psychology)</li> <li><input type="checkbox"/> 35) Sigma Iota Rho (Int. Students)</li> <li><input type="checkbox"/> 36) Sigma Theta Tau (Nursing)</li> <li><input type="checkbox"/> 37) Sigma Xi (Science)</li> <li><input type="checkbox"/> 38) Themis Honor Society (Freshman)</li> <li><input type="checkbox"/> 39) Tau Beta Pi (Engineering)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 40) Phi Sigma Iota (Foreign Language)</li> <li><input type="checkbox"/> 41) Pi Alpha Alpha</li> <li><input type="checkbox"/> 42) Alpha Kappa Delta</li> <li><input type="checkbox"/> 43) Gamma Sigma Alpha</li> <li><input type="checkbox"/> 44) Delta Omega (Public Health)</li> <li><input type="checkbox"/> 45) Lambda Alpha Epsilon (Criminal Justice)</li> <li><input type="checkbox"/> 46) Sigma Pi Sigma (Physics)</li> <li><input type="checkbox"/> 47) Sigma Phi Omega (Gerontology)</li> <li><input type="checkbox"/> 48) Phi Alpha</li> <li><input type="checkbox"/> 49) MIS</li> <li><input type="checkbox"/> 50) Sigma Alpha Iota</li> <li><input type="checkbox"/> 51) Upsilon Pi Epsilon</li> <li><input type="checkbox"/> 52) Omega Chi Epsilon</li> <li><input type="checkbox"/> 53) Honors Council</li> <li><input type="checkbox"/> 54) Chi Sigma Iota</li> <li><input type="checkbox"/> 55) Alpha Delta Sigma</li> <li><input type="checkbox"/> 56) SCATT</li> <li><input type="checkbox"/> 57) Omicron Delta Epsilon</li> <li><input type="checkbox"/> 58) Phi Lambda Upsilon</li> </ul> |
|---|---|---|

**ALL ORDERS MUST BE RECEIVED BY APRIL 9, 1999.**