May 23, 2012

Dear Graduating College of Pharmacy Student:

The summer 2012 Commencement Ceremony will be held on August 11, 2012 at 10:00 a.m. in the HPNP Building Auditorium. There will be a reception with cake and punch immediately after in the HPNP Reception Area.

We ask that you please complete the form online to provide information to help us plan for the reception. [http://copnt13.cop.ufl.edu/ned/formgen/gradform.htm](http://copnt13.cop.ufl.edu/ned/formgen/gradform.htm)

Please submit the information requested online as soon as possible, but no later than **July 6, 2012, 4:00 pm**.

**GUESTS AT GRADUATION** – Tickets are not required for guests attending the commencement ceremony. There is not a limit for the number of guests each graduate may invite. The HPNP auditorium has a 500 seat capacity. Information for guests regarding lodging, restaurants, parking, etc can be found at [http://www.registrar.ufl.edu/commencement/](http://www.registrar.ufl.edu/commencement/).

**REGALIA** - Graduates need to order and pick up their caps, gowns and hoods from the University of Florida Visitor Center/Bookstore. Information regarding cap, gown and hood rental has been disseminated by the Registrar’s Office to your permanent address on record with the University of Florida. **The deadline to order will be posted on line** - [http://www.bsd.ufl.edu/G1C/bookstore/graduation.asp](http://www.bsd.ufl.edu/G1C/bookstore/graduation.asp). When picking up your regalia from the Bookstore, make sure you receive a gown, cap, tassel and hood.

**NOTE: RETURNING REGALIA AFTER GRADUATION** - Please be sure to return your gown and hood to the bookstore at the UF Welcome Center after graduation. The cap and tassel are yours to keep. Do not leave your gown or hood on a chair or table somewhere without checking it in. Failure to turn in your gown or hood will result in the withholding of your diploma and transcripts by the University.

**DIPLOMAS** – Diplomas will **not** be handed out at graduation. The Office of the University Registrar will mail diplomas to your permanent address on file with the University of Florida approximately eight to ten weeks after graduation. Diplomas measure 11 ¾” high by 16” wide!

**GATORLINK ACCESS** - Graduating students should have continued access to their GatorLink mailbox for several terms. The Registrar's Office (OUR) marks graduates with the UF Directory affiliation "Recent Attendee" for ~5 terms, then "Former Student" indefinitely. "Recent Attendee" allows continued access to GatorLink email. "Former Student" allows access only to the GatorLink username for signon to web sites that require it.

**Entry Level PharmD**

**GRADUATING WITH HONORS** – Requirements are as follows:

**Cum laude:**
- GPA in required pharmacy courses (excluding electives) upon graduation must be 3.50 and higher.

**Magna cum laude:**
- Successful completion of Honors project; and
- GPA in required pharmacy courses (excluding electives) upon graduation must be between 3.6 and 3.79.

**Summa cum laude:**
- Successful completion of Honors project; and
- GPA in required pharmacy courses (excluding electives) upon graduation must be 3.80 or higher.

*Guidelines* for Project Implementation and Review can be found at [http://www.cop.ufl.edu/millard/research%20opportunities/McKenzie/AcademicHonorsImplementationandGuidlines.htm](http://www.cop.ufl.edu/millard/research%20opportunities/McKenzie/AcademicHonorsImplementationandGuidlines.htm)

Honor cords (orange and blue twisted) will be available for purchase from the bookstore when you pick up your regalia. Students graduating cum laude should wear one set of cords and students graduating magna cum laude should wear two sets of cords at the commencement ceremony. The bookstore will have a list of all students who are eligible to purchase honor cords. Honor cords are purchased and, therefore, do not need to be returned with your regalia.

❖ **LICENSURE** – Students wishing to be licensed as a pharmacist in the state of Florida will need to complete the Florida Board of Pharmacy application and the NAPLEX/MPJE registrations.

- **FAQ & General Information**
  [www.nabp.net](http://www.nabp.net)

- **Florida Board of Pharmacy**
  Download the examination application
  [www.doh.state.fl.us/mqa/pharmacy/ph_applications.html](http://www.doh.state.fl.us/mqa/pharmacy/ph_applications.html)

❖ **GRADUATION WEEK**

**FEES/FINES** - Satisfy all financial obligations (fines, tickets, fees, etc.) with University Financial Services. Outstanding debt will delay release of your diploma and transcript. All emergency or short-term loans from the College and University must also be paid before graduation.
THE GRADUATION CEREMONY - The sequence of the ceremony will be as follows:

1. Graduates are to report to the reception area of the HPNP Building by 9:15 p.m. on August 11th. Masters candidates line up in alphabetical order first, followed by the PharmD candidates.

   **Masters:** You should be wearing your cap, tassel, gown and hood. Tassels should be fastened to the top of the cap and be hanging on the left side of the cap.

   **PharmD:** You should be wearing your cap, tassel and gown and have your hood draped over your left arm. Tassels should be fastened to the top of the cap and be hanging on the right side of the cap. **It is important that you “unbutton” your hood prior to draping it over your arm so it slides easily over your head when you are being hooded on stage.**

   At 1:30 p.m., the Marshals will line up the graduates for the processional. You will be handed your name form with your phonetic spelling printed on it. **Please be on time.**

2. At 2:00 p.m., the Marshal will lead the graduates up the stairs and down the aisle to their assigned rows and seats in the auditorium. The Marshal and the graduates will stand before their assigned seats, **facing the rear** of the auditorium. Once the graduates are in place, the faculty processional will proceed down the same aisle. The graduates **turn as the faculty processional passes.** When the faculty and guests are on stage, the graduates will turn to **face the stage.**

3. The Dean will ask those assembled to be seated. **(Male graduates should remove their caps and keep them off until granting of degrees by the Dean.)** The Dean will then make his opening remarks.

4. The invocation will be given and the National Anthem will follow.

5. The Dean will introduce the guest speaker and he/she will address the graduates.

6. Awards will be presented.

7. Degrees will be conferred (Masters and PharmD).

8. The graduating class will be introduced and degrees will be awarded. Dean Riffee, Executive Associate Dean Millard, Associate Dean Normann and the guest speaker will present the graduation scrolls. The announcer will call the names of the graduates, indicating academic
distinctions, where appropriate. The Marshal will lead each row of graduates to the left side of the stage. Graduates will hand their name form to the announcer as they approach the stage. As the announcer calls the graduates’ names, they will hand their hood to the marshals to be hooded, then cross the stage to receive their graduation scroll from the Dean. A University photographer will be present to take a picture offstage. The graduate will then return to his/her seat.

9. The Pharmacy Oath will be taken by Doctor of Pharmacy graduates.

10. The Dean will make his closing remarks.

11. The singing of the Alma Mater will close the ceremony.

12. The graduates will stand as the faculty and guests lead the recessional. Once the faculty and guests have passed, the Marshal will lead the graduates, row by row, out of the auditorium.

13. The class picture for students in the Doctor of Pharmacy program will be taken immediately following the ceremony.

THE RECEPTION - A cake and punch reception for the graduates and their guests will be held immediately following the ceremony in the Reception Hall of the HPNP Building.

If you have any questions about graduation, please contact either the Medicinal Chemistry (Forensics MS) office (352/273-8691), the Pharmaceutical Outcomes and Policy office (352/273-8178), the WPPD office (352/273-6279) or the Office for Student Affairs (entry level PharmD) at 352-273-6217. Otherwise, we look forward to seeing you at graduation!

Sincerely,

Sarah Resnick Carswell

Sarah Resnick Carswell
Assistant Dean, Student Affairs