INSTRUCTIONS FOR COCKRELL SCHOOL OF ENGINEERING
SPRING 2014 COMMENCEMENT ON FRIDAY, MAY 16, 2014
AT 7:00 P.M. IN THE FRANK ERWIN CENTER

The Cockrell School of Engineering at The University of Texas is pleased to invite you to Spring Commencement on Friday, May 16, 2014. In order to make the ceremony as enjoyable as possible, please follow these procedures:

1. The ceremony will be held in the Frank Erwin Center. Please enter the building at the Red River entrance. Only students and faculty will be allowed to use this entrance. Parents and guests may enter at the north and south end entrances.

2. Plan to arrive by 6:00 p.m. Upon arrival, the student will check in and be directed to the appropriate staging area for your department where you will receive your name and photo cards. Please check to make sure that the information on both cards is complete and correct.

3. Students should wear business attire under their regalia. Regalia consists of a black robe and mortar board, bright orange tassel and stole. Sneakers, jeans and flip flops are not appropriate attire. Approved university recognitions, such as honors cords and stoles may be worn with your regalia.

Invitations, Announcements, and Regalia – available at the University Co-op at two locations:
2246 Guadalupe - Basement (512-476-7211, ext.8141);
2902 Medical Arts (512-472-6156) or
http://www.universitycoop.com/

4. During the ceremony, when approaching the stage, the student should have both name and photo cards with them. The photo card with be taken at the bottom of the ramp and the name card will be given to the Stage Director before you walk across the stage. Each Department Chair will announce your name and honor status if applicable. The student will receive an envelope from the Dean and shake her hand while posing for a photograph to be taken. The student should then proceed to the other side of the stage and return to his/her seat.

5. Flash Photography will be sending you a proof at the address you indicate on your photo card. You are under no obligation to purchase photographs.

6. At the end of the ceremony, the faculty will process out followed by the graduates.

7. Tickets are not required for participants or guests. If you have a guest with special needs, please contact the Frank Erwin Center at 512-471-7744.

8. If you have any additional questions, please visit the following: Commencement Ceremony or call Office of Student Affairs at 512-471-4321.
Graduation Checklist
We will not be mailing graduation information therefore please read carefully.
Run an Interactive Degree Audit here to view if all requirements are met.

- **Apply for graduation online**
  Your graduation application approval is based on the following:
  - ✓ All requirements met on your Interactive Degree Audit.
  - ✓ 24 of your last 30 hrs. must be completed in-residence at UT Austin.
  - ✓ All transfer work completed and applied to UT records by **March 31**. This includes UT Extension.
  - ✓ Substitutions/overrides are completed on degree audit.
  - ✓ **APPLICATION DEADLINE FOR SPRING IS MARCH 31.**
    - ✓ Please apply [here](#).
    - ✓ If you receive an error message, please contact your departmental academic advisor.
    - ✓ Tuition rebate due last class day.

Certification… Now it’s Official

- ✓ ALL degree requirements must be completed and degree audit approved!
- ✓ Diploma is mailed to your permanent address beginning June 2014 (you may see this online as well).

Graduation In-Absentia

- ✓ Complete all degree coursework (prior to catalog expiration).
- ✓ Once complete, you must send an official transcript to UT Austin.
  Now you may apply for graduation in-absentia:
  - ✓ In-Absentia/not regular online application should be completed.
    - Go to ECJ 2.200 for the paper form (not online) or contact Engineering Student Affairs Office 512-471-4321.
  - ✓ All bars (including financial) must be cleared prior to applying.
  - ✓ Spring application deadline: **March 31, 2014** for spring graduation certification (no exceptions).
  - ✓ Fee: $25 payable to UT Austin via [My Tuition Bill](#).

*Note:* If you do not complete all degree requirements by one long semester, you must **apply for readmission** to the University and pay an additional $75 fee!

For more information, please go to: [Applying for in absentia graduation](#)