

Conley, Michelle A.

From: Conley, Michelle A.
Sent: Tuesday, July 17, 2012 9:00 AM
To: SHP Students
Cc: SHP
Subject: AUG GRADS, IMPORTANT, Please Read: Commencement/Graduation Announcement

Importance: High

Dear 2012 SHP Summer Graduates,

As your student work at UTMB draws to a close, Commencement is right around the corner and it is time to confirm the details of your rehearsal and graduation activities! Your SHP graduation ceremony will be a very pleasant and memorable occasion.

Friday, August 17, 2012

Moody Gardens Conference Center, Expo B&C (*Off Campus*) [click here for directions](#)
Seven Hope Boulevard, Galveston, TX 77554

Rehearsal 9:30 am (do not be late)

Student Line Up 1:15 pm (even more important... do not be late!)

Ceremony 2:00 pm

Here are some additional important details:

Prior to commencement during rehearsal, students will be asked to complete a number of important forms that are processed for your graduation.

- **Commencement Location Physical Addresses:**

August

Moody Gardens Conference Center, Expo B&C (*Off Campus*)

Seven Hope Boulevard, Galveston, TX 77554

[click here for directions](#)

- **Guest Information, Arrival and Seating:** Tickets are not required for guests and they are seated on a first-come first-serve basis. Doors will open approximately 1 hour before the ceremony. Large groups may want to arrive earlier to find seats together. Saved seats will be released 15 minutes prior to the beginning of the procession and will be enforced by security and ushers. Doors will close if maximum capacity is reached. This decision is made by the Fire Marshall.
- **Guests with Disabilities:** Family members and guests with disabilities are welcomed. Graduates and/or family members are strongly encouraged to submit seating requests as soon as possible. Wheelchair space and seating for mobility-impaired guests are both available on a first-come first-serve basis. One family member is permitted to sit with each person requiring seating for mobility-impaired. Other family members and friends may sit in the surrounding area. We will make every effort to accommodate parents and guests without advance accessible seating requests on the day of Commencement, however accessible seating is limited and advanced planning is strongly encouraged.

If you have an accommodation request, please notify Michelle Conley in the Office of Academic and Student Affairs with the appropriate information and specific request. If you have any additional questions please call (409) 772-3006 or email at maconley@utmb.edu. Advanced arrangements must be made to confirm special seating and early admittance.

- **Parking:**

- For Moody Gardens ceremonies, parking is available in the Moody Gardens Convention Center Parking Garage and surrounding lots as directed. [click here for directions](#)

- **Regalia:** You should have ordered your caps and gowns from the UTMB bookstore *at least* two months prior to graduation. You may order in person or by calling (409) 772-1939. Specific ordering information is listed above. Your cap and gown can be picked up during the week leading up to graduation. Note: Be VERY VERY careful if you decide to iron your gown as they

will melt if the iron is too hot!

- **Rehearsal:** **9:30 am rehearsal is very important to** your commencement exercises day, please make sure you arrive on time.

The Office of Academic and Student Affairs highly encourage and recommend that all graduating students attend rehearsal. We cannot be held responsible for any discomfort or embarrassment the student may encounter as a result of not being familiar with the ceremony. It is a courtesy to follow students to be informed. Not attending rehearsal and/or arriving late can affect the student in the following areas: robing, line up placement, name cards, processional, procedures of ceremony and diploma presentation, photos and recessional.

- **Photography:** UTMB photography will be taking pictures during the rehearsal and ceremony. All commencement photos can be viewed a few days after commencement at www.partypics.com. The passcode for that site for the **2012 August Commencement will be shp0812**.
- **Videography/DVD:** Discontinued.
- **DIPLOMA NAME FORM:** You should have received an email communication from Enrollment Services regarding your diploma. In the event you are unable to locate this communique: Please go to MyStar and submit your diploma name. We need this information so that we may order your diploma.

In order to complete your Diploma Name you must follow these steps: 1. Login to the MySTAR portal 2. Under the Personal Information section of your Student Center main page click the **Names** link 3. Click **Add a New Name** green button 4. In the Name type drop down choose **Diploma** 5. Leave prefix blank 6. Complete first, middle, and last names – these names must be part of your student record name. 7. Click the **Save** green button

- **ID:** After the ceremony, you must show a picture ID that clearly identifies who you are, in order to receive your diploma. NO EXCEPTIONS.
- **Address Updates:** Be sure to update all your contact information in mySTAR for Enrollment Services (include your correct address and a permanent/alternate email address).
- **Email / Alumni Email:** Beginning (45 days from Graduation Date) you will have a new way to maintain your utmb.edu email address Alumni Email for Life. We hope you continue to stay in touch with just a few easy steps. Simply log onto <https://outlook.com/utmb.edu>. You will maintain your UTMB username. Your new log on ID will be username@alumni.utmb.edu. Your initial password is your UTMB PID number (student ID). Once logged in, choose your language and time zone. It is highly recommended once you are logged in that you go to Options and select Change Your Password to reset your password and also register your security question to enable the ability to reset your password if it is forgotten. You can change your password by selecting OPTIONS and then selecting Change Your Password. Be sure to register a security question so if you do forget your password it can be reset.

Please Note: This is a forwarding email and will not carry your files and folders currently stored on the UTMB server. Please take this time to save any files or they will be lost after the 45 day period. If you have any questions, please contact the Alumni Office Toll Free at 888-862-7111. If you choose NOT to use this service, please make sure your preferred email information is correct with Enrollment Services through myStar prior to graduation.

Last year, the UTMB Office of Alumni and Parent Relations launched the UTMB Young Alumni Program. This is a fun way to stay connected after you graduate. Visit and “Like” the [UTMB Young Alumni Facebook Page](#), today!

If you have any questions, please contact the University Alumni Office Toll Free at 888-862-7111 or 409-772-5147.

- **Press Releases:** Press releases on commencement are submitted to The Galveston Daily News. It is the responsibility of the student/graduate to forward this information to their respective hometown papers. News release and articles reside in the UTMB newsroom, located under the [news/media tab](#) on the web. For more information, please contact to Office of Public Affairs directly.

Good luck with your remaining classes and final papers!

See also: [Commencement Songs](#)

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