

October 13, 2014

Dear Colleagues:

I ask that you participate in your college's graduation ceremony this December. Commencement is a significant celebration for our graduating students and their families, and as an important member of the UTSA community, I'd like you there to share in the celebration with them. The December 2014 Commencement will be conducted in three ceremonies to be held in the *Henry B. Gonzalez Convention Center* on Friday and Saturday, December 19 and 20.

Friday, December 19

4:00 p.m.

College of Engineering

College of Liberal and Fine Arts

University College

Saturday, December 20

10:00 a.m.

College of Education and Human Development

College of Sciences

Saturday, December 20

4:00 p.m.

College of Architecture, Construction and Planning

College of Business

College of Public Policy

You are expected to attend only the ceremony of your college. For your convenience, a response card is attached that should be completed as soon as possible and returned to the dean of your college by Monday, November 10. *If you are assigned a commencement responsibility (marshal or stage party representative), it is not necessary for you to return the card to indicate your participation.*

Shuttle service is being provided this semester for all faculty participants due to the lack of parking at the Convention Center. Details regarding the shuttle service will be included in the Faculty Participants Instructions that will be sent out by the Special Events Center to those faculty who choose participate.

A memorandum from the UTSA Bookstore is attached that will provide information concerning prices for rental or purchase of academic regalia. The deadline for **purchase** of academic regalia is **Thursday, October 23**. The deadline for **rental** of academic regalia is **Wednesday, November 19**. In order to defray the cost of regalia rental for junior faculty, the Office of the Provost has purchased 20 sets of academic regalia for loan to up to three untenured faculty members per college on a first-come first-served basis. If you are interested in taking advantage of this opportunity, please contact your dean's office by Friday, October 31.

If you have questions concerning Commencement, please contact Dr. Patricia Graham, Chair, Standing Committee on Graduation Ceremonies (extension 6110), or contact your college's graduation coordinator.

I deeply appreciate your willingness to participate in Commencement and look forward to seeing you there.

Sincerely,



John H. Frederick

Provost and Vice President for Academic Affairs

JHF/me