

October 11, 2017

Dear Colleagues:

UTSA's Fall 2017 Commencement will take place on Sunday, December 17, and I want to urge you to participate in your college's ceremony. Celebrating the success of our students is perhaps the most rewarding part of being a faculty member, and watching your students walk across the stage at Commencement is nothing short of inspirational. Furthermore, your presence at Commencement signals to all of our students and their families that faculty are invested in student success at our university.

The Fall 2017 Commencement will be conducted in two ceremonies to be held December 17, 2017 in the Alamodome.

Sunday, December 17
10:00 a.m.

College of Business
College of Engineering
College of Public Policy
College of Sciences

Sunday, December 17
4:00 p.m.

College of Architecture, Construction and Planning
College of Education and Human Development
College of Liberal and Fine Arts
University College

For your convenience, please follow the link December 2017 Commencement Faculty Participation (link provided in the email body accompanying this letter) to indicate your participation in your college's ceremony no later than Monday, November 20. This will then be forwarded to your dean's office from the Special Events Center. *If you are assigned a commencement responsibility (banner marshal or university marshal), it is not necessary for you to complete the form to indicate your participation.*

Shuttle service is being provided this semester for all faculty participants. Details regarding the shuttle service will be included in the Faculty Participants Instructions that will be sent out by the Special Events Center at the beginning of December.

Also attached is a memo from the UTSA Bookstore that provides information about regalia rental. The deadline for **rental** of academic regalia is **Wednesday, November 22, 2017**.

If you have questions concerning Commencement, please contact Charlin Jones-Chávez, Assistant Director for Special Events (extension 6110), or contact your college's graduation coordinator.

I deeply appreciate your commitment to our students and hope to see you at the Fall 2017 Commencement ceremonies.

Sincerely,



C. Mauli Agrawal Ph.D., P.E.
Interim Provost and Vice President for Academic Affairs

September 19, 2017

To: Faculty Members
From: Tracy Cieloncki, UTSA Rowdy Campus Store
Re: Rental of Academic Regalia

The Rowdy Campus Store is available to order your academic regalia for the December 2017 Commencement. Orders for **renting** academic regalia must be placed no later than **Wednesday, November 22, 2017** to guarantee delivery for use in the commencement exercises. Rowdy Campus Store customer service personnel will be happy to assist you in this process.

Any orders placed after **Wednesday, November 22, 2017** will be subject to a \$25.00 rush fee. Please contact us at ext. 4220 with any special needs or questions.

	<u>Master Rental Fee*</u>	<u>Doctoral Rental Fee*</u>
Cap, Gown and Tassel (Traditional Black)	\$36.25	(Masters Only)
Gown and Tam w/tassel (Traditional Black)	(Doctoral Only)	\$62.00
Hood	\$28.00	\$30.00
Cap Only	\$ 7.00	(Masters Only)
Gown Only	\$24.00	\$30.00
Black Tassel	\$ 5.25	(Masters Only)
8-sided Tam w/gold tassel	(Doctoral Only)	\$32.00

*All rental fees must be paid when the order is made.

Rented regalia may be returned to the Rowdy Campus Store located on the Main Campus or the Downtown Campus Bookstore.

Please be sure to return your rented regalia no later than **Friday, December 22, 2017**

NOTE: Regalia provided through your Dean's Office should to be returned to that office according to the schedule they have established.

Thank you for your participation.