



UNIVERSITY OF NEBRASKA AT OMAHA

OFFICE OF THE UNIVERSITY REGISTRAR



Congratulations on your upcoming graduation! Your degree application has been received by the Office of the University Registrar. This letter will walk you through what you need to know as you plan your graduation experience. You can also visit [unomaha.edu/commencement](https://unomaha.edu/commencement) anytime for further information.

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## Attending the Ceremony

If you indicated on your degree application that you will be

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participating in the Commencement ceremony, *the next step is to order your cap and gown* (see below).

If you indicated that you will not be participating in the Commencement ceremony, please skip to the “Diplomas” section of this letter.

If you change your mind about participating in the ceremony, please contact Tammie French in the Office of the University Registrar (tfrench@unomaha.edu), then proceed with ordering your cap and gown as soon as possible.

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## **Caps and Gowns**

Each graduating student is required to wear a university-approved cap and gown to participate in the graduation ceremony. Please order your cap and gown at the UNO Bookstore at the customer service counter or [unobookstore.com](http://unobookstore.com).

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## **Commencement Ceremony**

Friday, December 15, 2017

Baxter Arena | 2425 S 67th St.

Please arrive no later than 8:00 A.M. for line-up

Ceremony begins at 9:00 A.M.

Please arrive at least one hour prior to the ceremony. Enter through the *Main Entrance on the southwest side* of the Arena. All students

will proceed to the Holland Ice on the main level for line-up and instructions. All guests should proceed up the stairs to the Concourse on the second level to take their seats. The ceremony is expected to end around noon.

During the ceremony, the Chancellor will confer the degrees to the candidates. Individual degree candidates will be announced and awarded their diploma covers as they walk across the stage. Your photo will be taken by a professional photographer and proofs will be emailed to you after the ceremony. All participants receive a diploma cover, graduate degree candidates will receive a medallion, and specialist and doctoral candidates will be hooded.

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## **Parking and Shuttles**

*We strongly encourage guests and graduating students to carpool to campus.* Please allow an hour to park, get through security, and reach your destination in Baxter Arena. There is free, open parking at the Baxter Arena and the UNO campus. Guests and graduates may park in lots 24, 25, 26, and 27 on Center Campus (near Baxter Arena). Those with a valid state-issued handicap permit may park in Lot 21. A free shuttle service will run continuously from Lot 26 to the Arena. Visit [unomaha.edu/maps](http://unomaha.edu/maps) for a map.

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## **Accessibility**

UNO is an AA/EEO/ADA institution. For questions, accommodations or assistance please contact Charlotte Russell, ADA/504 Coordinator (phone: 402.554.3490 or TTY 402.554.2978) or Anne

Heimann, Director, Accessibility Center Services (phone: 402.554.2872).

A sign language interpreter will be available for guests in section 106 of the Arena. Wheelchair accessible seating is also available throughout the venue. You can find more details about accommodations at Baxter Arena for students and guests with disabilities on the [UNO Commencement website](#).

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## More Information

You and your guests can get the most of your Commencement experience by visiting the UNO Commencement website at [unomaha.edu/commencement](http://unomaha.edu/commencement). If you have questions about Commencement day, please contact the Office of University Communications at [unoevents@unomaha.edu](mailto:unoevents@unomaha.edu) or 402.554.2358.

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## Diplomas

Commencement participants will be identified in the printed program as degree candidates whose graduation is contingent upon successful completion of academic requirements. The diplomas will be mailed 15 – 20 business days after Commencement.

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## Graduation Deadline Policy

All graduation requirements for December degree candidates must be completed and on file with the Office of the University Registrar

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by January 16, 2018 (15 working days after the last day of the term). This includes the satisfaction of incomplete grades in courses required for the degree. Graduation requirements must be certified by your College Dean. Written notification of this policy is provided to every student who applies for a degree. If you have questions about meeting the degree requirements, please contact your College Advisor or the Office of the University Registrar at 402.554.2314.

Congratulations on your accomplishments at UNO! We are looking forward to celebrating your achievements.

Sincerely,

The Office of the University Registrar



[unoregistrar@unomaha.edu](mailto:unoregistrar@unomaha.edu)

[unomaha.edu/registrar](http://unomaha.edu/registrar)

## University of Nebraska at Omaha

402.554.2314 | [unomaha.edu](http://unomaha.edu)

The Office of the University Registrar strives to provide highquality enrollment services to UNO students. We will be using your UNO e-mailaccount as the primary communication vehicle for important enrollments servicesannouncements. If you have questions about your UNO e-mail, check the **[Information Services website](#)**.

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