



Oklahoma State University
Master of Science in Engineering and Technology Management
106 Engineering North
Stillwater OK 74087
405-744-2337 Phone
405-744-1673 Fax
msetm@okstate.edu

April 1, 2009

Dear MSETM Graduate:

To symbolize the achievement of earning an advanced degree, students at Oklahoma State University have traditionally received academic hoods. The M.S. in Engineering and Technology Management program will honor its graduates with a reception and hooding ceremony prior to graduation exercises.

All Spring & Summer 2009 graduates are encouraged to participate in the Convocation ceremony and should dress in formal academic attire. The Student Union Bookstore will have caps, gowns, and hoods available until Friday, May 8, 2009. Please refer to the enclosed flier for more information.

Prior the Hooding Convocation ceremony, we would like to invite you and your family to attend a reception honoring interdisciplinary programs from the College of Engineering Architecture and Technology, including the Master of Science in Engineering and Technology Management, and Master of Science in Control Systems Engineering.

Please join us **Friday, May 8, 2009** for our **reception beginning at 5:00 p.m.** in the Vogt Room in the Advanced Technology Research Center (ATRC)* and for the **Graduate College Convocation at 7:00 p.m.** at Gallagher-Iba Arena.

The reception will begin at 5:00 p.m. and graduates will be recognized at 5:30 p.m. A selection of hors d'oeuvres will be served. You are welcome to invite your family and friends. **Please RSVP with the number of guests by April 30, 2009.**

If you need assistance making any special arrangements please let us know. We look forward to celebrating this achievement with you! See you on the 8th!!

Sincerely,

A handwritten signature in black ink that reads 'Brenda L. Johnson'.

Brenda L. Johnson
Assistant Director

*The ATRC is on the east side of the Engineering North Building, and a short walk from Gallagher-Iba Arena. A map is enclosed for the parking. All parking locations are indicated by a red star. Please let me know if you need assistance.

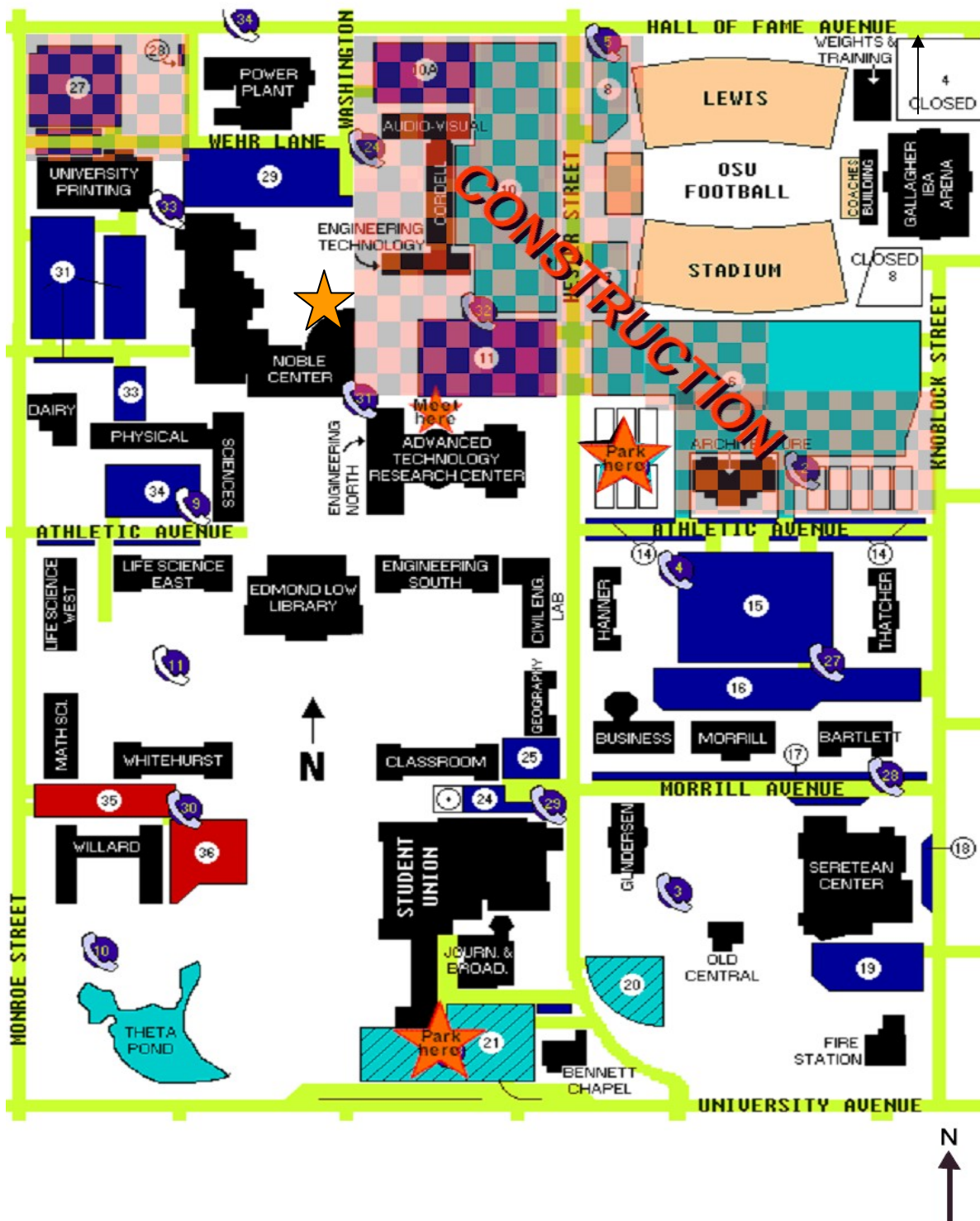
Due to major construction we recommend the following routes to campus.

Direction from Interstate 35 to the ATRC

- Take EXIT 174 off I-35 onto Hwy 51 and drive east for approximately 16 miles.
- After 3 stoplights you will be at WESTERN AVE and 6 STREET (HWY 51).
- Continue straight on 6th STREET (Hwy 51) and follow it to DUCK Street.
- Turn left (north) on DUCK and go to the second set of stoplights at MILLER.
- Turn left (west) on MILLER and go two short blocks until you come to the 4-way stop sign at the "T".
- At this point Gallagher IBA Arena will be at your right.
- Go either left (to turn right on ATHLETIC Ave) or right (on KNOBLOCK) to enter the parking lot south of the Football Stadium.
- The ATRC is across HESTER street on the west end of the football stadium parking lot.
- Walk around the North side of the ATRC and enter through the center section of the building with the large glass windows.

Directions from the Cimarron Turnpike to the ATRC

- From the turnpike take the second Stillwater Exit (South Hwy 177, not Perkins Road Exit). This will put you on BOOMER ROAD (aka Main Street). Go south on BOOMER until you get to HALL OF FAME AVE.
- Go west (take right) on HALL OF FAME a few blocks until you come to DUCK Street.
- Turn left on DUCK and go south to the first stoplight at MILLER.
- Turn right (west) on MILLER two short blocks until you come to the 4-way stop sign at the "T".
- At this point Gallagher IBA Arena will be at your right.
- Go either left (to turn right on ATHLETIC AVE) or right (on KNOBLOCK) to enter the parking lot south of the Football Stadium.
- The ATRC is across HESTER street on the west end of the football stadium parking lot.
- Walk around the North side of the ATRC and enter through the center section of the building with the large glass windows.



- Park in either of the starred lots.
- You don't need to wear your cap and gown to the reception but please bring it with you. There will be time from 6:00 – 6:30 to take pictures if you would like.
- We will walk as a group to line up at Gallagher IBA at 6:30 pm.



You are cordially invited to a reception honoring
graduates of
OSU CEAT Interdisciplinary Programs, including:

**Master of Science in
Engineering and Technology Management**

and

**Master of Science in
Control Systems Engineering**

Friday, May 8, 2009 – 5:00 p.m.

ATRC Vogt Room, OSU Campus

5:00 p.m. – Hors d'oeuvres
5:30 p.m. – Recognition of Graduates

Please RSVP with number of guests to Amy Dalmont
at (405) 744-2337 or
dalmont@okstate.edu
by April 30th, 2009

Spring & Summer 2009

Graduate Commencement Ceremony

Location & Time:

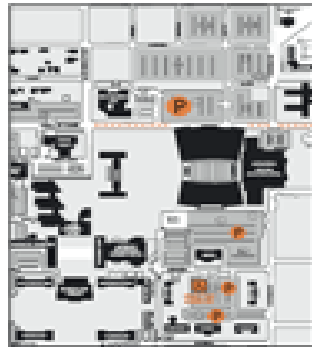
- **Gallagher-Iba Arena**
- **Friday, May 8, 2009**
- **Students & Faculty (including doctoral advisors) assemble at 6:15 PM.**
- **Student Processional begins at 6:40 PM**
- **Ceremony begins at 7:00 PM.**

Who Can Attend

Graduate students who are degree candidates in Spring & Summer 2009 can attend. **The Graduate Commencement Ceremony is distinct from the Undergraduate Ceremonies and is the only opportunity for advanced degree recipients to attend Commencement.**

Parking

On Friday evening, parking is available on the north, south and west sides of Gallagher-Iba Arena. Parking lots will be open at 5:00. Special needs parking with accessible shuttle service is available from Lot #15 to Gallagher-Iba every 10 minutes.



Post Ceremony Reception

A reception will be held immediately following Friday's commencement in **Gallagher-Iba, second floor.**

The reception is open immediately following the conclusion of Friday's commencement. It is open to all graduates, their friends, and family.

Name Cards

Master's and doctoral candidates for Spring & Summer 2009 graduation will be mailed information about commencement which includes a name card. The mailing will be sent in April.

Complete **both** sides of the name card and bring it to the ceremony. If you do not receive a name card (or misplace the one sent), additional cards will be available in the assembly area.

Assembly

Doctorate candidates and all faculty should assemble by college at the Pistol Pete statue (northwest end of Gallagher-Iba) and master's candidates should meet in the practice gym (south side of Gallagher-Iba) on **Friday, May 8, 2009 at 6:15 p.m. Signs for each college will be posted.**

Faculty advisors of master's candidates are encouraged to attend the ceremony and should also assemble by the Pistol Pete statue.

Faculty marshals will be present to assemble candidates into lines for the processional.

Processional

Graduates and faculty will be ushered into the arena and seated. During the processional, **please go into the rows as directed by the Ushers**. The processional will begin at approximately 6.40 pm.

Hoods

Master's degree recipients should wear their hoods as they enter the arena.

After the candidates have been presented on stage, they should exit the stage and follow the usher's direction to their original seats.

To ensure that all candidates are appropriately recognized for their achievement, guests will not be allowed onto the arena floor to take photographs.

Photographer

Professional photographers will be present to take pictures. The Photographer will contact you by mail at the address on your name card. **If you are moving to a new address right after commencement please use your new address or the address of someone that will be able to forward your proofs to you.**

Special Needs

The Graduate College is committed to making activities as accessible as possible. The University provides a range of special services for persons with disabilities (e.g., accessible seating and sign language interpretation).

Handicap parking is available in Lot 15 with transportation provided from the lot to Gallagher-Iba by trolley, see the following website for the location of Lot 15: <http://osu.okstate.edu/commencement/images/parking.jpg>. Also, there is plenty of seating on the main concourse for family members in wheel chairs or for those who have difficulties with stairs. Elevators are located on the north and south sides of Gallagher-Iba Arena.

If you anticipate a need for special services other than those listed above, please call (405) 744-7099 prior to April 21, 2009.

Cap and Gown Information: (Photo ID Required)

Locations: Student Union Student Store (for information call 405-744-5237 or toll free at 800-831-4678 or visit the university's website at <http://osu.okstate.edu/commencement/>)

Dates: Until Saturday, May 9, 2009

Hours:

8 a.m. - 7 p.m. Mondays and Tuesdays
8 a.m.-5p.m. Wednesdays through Fridays
10 a.m.-2 p.m. Saturday, April 4, 18, 25 and May 2
8 a.m. - 7 p.m. Friday, May 8, 2009
8:30 a.m. - 4 p.m. Saturday, May 9, 2009 for rental returns

•The information listed above pertains to the purchase of Master's regalia. Caps and gowns **do not** need to be reserved in advance. They will be readily available in the Student Store starting March 13, 2009.

• Mail orders may be placed for Master's Regalia only: Call-800-831-4678.

•Personalized announcements may be ordered on-line at www.shopokstate.com, click on Graduation Info, next click on Graduation Information and make a selection from the pop-up menu.

If you have immediate questions about caps and gowns, you can contact the Student Union Student Store at 405-744-5237 or toll free at 800-831-4678.