UNDERGRADUATE COMMENCEMENT QUESTIONNAIRE

Complete and return this form to the Office of the Registrar by Tuesday, April 29, 2014.
Mail to: Office of the Registrar (LM), Otterbein University, 1 S. Grove St., Westerville, OH 43081
FAX 614.823.1009

Printed Last Name _____________________________________ Student ID#______________________
First Name_________________________________Full Middle Name____________________________
Current Address _______________________________________________________________________
_______________________________________________________________________
Daytime Telephone (_____ ) ___________________E-Mail____________________________________

Note: Please be sure to provide a telephone number. We may need to contact you for additional information if you indicate below that “special needs seating” is needed for one or more guests.

Degree Receiving:
[ ] Bachelor of Arts [ ] Bachelor of Music [ ] Bachelor of Science in Education
[ ] Bachelor of Science [ ] Bachelor of Music Education [ ] Bachelor of Science in Nursing
[ ] Bachelor of Fine Arts

Signature_____________________________________________ Date________/________/________

[ ] I will not be able to attend the Commencement Convocation. I understand that my diploma will be mailed to me the week of June 2. **No tickets are available to those not participating.**

Note: The remainder of this form may be disregarded but please return it even if you are not marching.

[ ] I will be present at the Commencement Convocation. I also understand that I am expected to attend the Commencement rehearsal on Thursday, May 15, at 4:30 PM, in the Rike Center.

1. Please hold 7 tickets. I understand that I'm responsible for obtaining them at the Registrar's Office between April 30 and May 14. **I will need to bring a picture ID when picking up tickets.**

The following person will pick up my tickets for me: ________________________________

2. Please indicate the number of seats needed for your special needs guest(s) attending the Commencement Convocation, **who will need reserved space as follows:**
   ____ spaces needed for guests who use wheelchairs
   ____ spaces needed for guests who use walkers
   ____ spaces needed for guests who use oxygen tanks
   ____ spaces needed for guests who are hearing impaired, interpreter needed? ____ yes ____ no
   ____ spaces needed as follows: ____________________________

Note: Only one escort may sit with special need guest(s) due to limited available space.

3. If there is a chance your name could be read incorrectly at the Commencement Convocation, please provide a phonetic pronunciation.
   *(Example: for last name of Cecutti, enter Sih koo tee)*

   (first)____________________(middle)____________________(last)____________________

Commencement Questionnaire-Undergraduate 2014  8/13