



SDES Assist the Platform Party and Graduates for Commencement

For graduates, commencement is a ceremony that lasts an hour and a half. For the SDES Registrar's Office, as well as the President's Office, UCF Arena staff, Alumni Office, colleges, UCF Marketing, UCF Police, musicians, vocalists, bagpipers, lighting and sound technicians, florists and caterers, it is months of preparation.

The Registrar's Office coordinates and manages the floor ceremony, and for them, the first of four ceremonies (fall 2002 graduation) begins at 6:30 a.m. They set up the front reception table where students with questions will be assisted and "reader cards" are available for those who forgot theirs. By 9 a.m., students begin arriving. They are reminded to include their address on the reader card (so the photographers can contact them). University Registrar Dennis Dulniak walks by and pockets a few cards for the inevitable; he will be filling one or two out after the ceremony begins for graduates who are still missing them as they proceed to the stage. Signs on either side of the table direct graduates to form a line in the appropriate hallway according to their college and degree.

Meanwhile, in the staging area, the RO staff assist the platform party and faculty with their academia regalia. The RO staff check the cards with each platform party's name and

the cards are taped to the floor indicating where each person should be in line. Even the chairs on the platform stage are checked and rechecked.

The organist begins the arrival march. RO staff directs the line of graduates to their seats, keeping the line movement at a steady flow. Just before the platform party enters the ceremony, a RO member gives the ceremonial mace to the Grand Marshal Duncan Dickson, Rosen School of Hospitality Management, then led by a pair of bagpipers.

A protocol of pomp and circumstance was to be repeated at UCF for the 108th time. Each time the procedure is carefully scripted, managed and then reevaluated by many offices involved. RO staff will direct the line of graduates to the stage, continuously keeping the line movement at a steady flow until they are seated. They will assist graduates with disabilities and will respond to the unexpected, such as graduating only days after suffering broken limbs in accidents, being late, or arriving without appropriate academic regalia.

By noon, the RO staff is finished with the first ceremony.



Senior Secretary Karen Alexander assists with reader cards at the reception table

Graduates exiting the arena are smiling as family members and friends embrace and congratulate them. Three more ceremonies to go, and the graduates for fall 2002 will have had a memorable experience that seemed to go by quickly, smoothly and easily due to the efforts of many members of SDES and the university community.

The UCF Mace

The mace incorporates two symbols identified with the University of Central Florida. The top is cast in the shape of the star found over the Pegasus in the UCF emblem. Inside the star is a reproduction of the "Flame of Hope" sculpture which is located by the UCF Library. The mace is cast in bronze with three bronze UCF emblems inlaid at the crest of the rosewood staff. The center of the staff is engraved with the names of the presidents of UCF.



Program assistant Karyn Steinberg and office manager Debbie Banks assist the platform party with their academia regalia



University Registrar Dennis Dulniak reviews the platform party cards



Senior clerk Linda Scaglione gives the mace to the Grand Marshal Duncan Dickson



Admissions/Registrar officer Kelly Shilton directing graduates as they walk inside the commencement area

People in the News . . .

Welcome Aboard New SDES Employees

- **Susan Alexander**, office manager, International Student and Scholar Services
- **Deborah Banks**, office manager, Registrar's Office
- **Toinette Ferrell**, senior health support technician, Student Health Services
- **James Middlekauf**, program assistant, Registrar's Office
- **Scottie Pausal**, senior clerk, Student Health Services
- **Monica Tornillo**, office assistant, Student Outreach Programs

New Computer Tech for Health Center

The staff of Student Health Services (SHS) welcomes Terry Wheeler, supervisor of computer services. He will oversee the compliance of the federal insurance reform law, Health Insurance Portability and Accountability Act (HIPAA), governing the security of electronically stored and transmitted patient information. Wheeler, who received his master's degree in information resources management from Syracuse University, comes to SHS having worked in the technology field locally for the past 10 years.



NCAS student-athletes visited the Salvation Army Women and Children's Living Center. They brought gifts and stockings, and decorated ornaments with the children

SDES Staff Link

The SDES Staff News and Information link can be accessed from: www.sdes.ucf.edu. Then, get to know your fellow employees by clicking on the SDES Employee Spotlight link.



Nhung Tran and Marsha Huddle sample the wide selection of international food. Tran is originally from Vietnam

Diverse Staff Share Recipes

An international luncheon was held on November 21 in celebration of the ethnically and culturally diverse staff and student work-force at Student Health Services. The room was decorated with posters and objects from different countries, and staff members prepared their favorite family recipes to share with coworkers. Included in the festivities were dishes from Puerto Rico, the Philippines, Sweden, Scotland and the Middle East.

Children Tell Santa Their Gift List

During the holiday season, Ron Atwell, director of Assessment and Planning has dressed up as Santa for the past four years and visited the Creative School for Children.

He loudly announces his presence by jingling bells and yelling, "Ho, ho, ho" as he enters the classrooms. When asked what was on the children's gift list, Atwell said, "Kids are funny at that age. The young ones (2-3 age) are in awe of Santa and usually can't think of anything. The 4-5 year olds are better, but many times they say they want a "teddy bear" because that is what Santa gave to last kid, or they repeat what the last kid had said . . . Now the older ones (5-7 age) are a different story. Some name off several things,

others come with hand written lists, and this time, one little girl gave me a picture of the doll she wanted. She made it clear that she wanted that particular one . . . This year I had a request for a boat, car, plane, motorcycle and a horse. The most popular was the Spiderman Web Blaster and Barbie doll."



The UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance and decisions.

INTEGRITY

I will practice and defend academic and personal honesty.

SCHOLARSHIP

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

COMMUNITY

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

CREATIVITY

I will use my talents to enrich the human experience.

EXCELLENCE

I will strive toward the highest standards of performance in any endeavor I undertake.



UNIVERSITY OF CENTRAL FLORIDA

SDES Council 2002 - 2003

Mission: Strengthen communication among employees, improve the general employee environment, build affiliation among employees within division and create awareness of the mission of Student Development and Enrollment Services.

If you have any ideas, suggestions or comments, please contact a SDES Council member.



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Points of Pride . . .



Student-Athlete Kristy Colligan reads to the children at Chicasaw Elementary School

Storybook Knights: An Inaugural Program

Storybook Knights is the National Consortium for Academics and Sports (NCAS) newest community outreach program. Student-athletes visit elementary schools in the Central Florida community and read stories to the children and donate books to the classrooms and library.

The Women's Basketball team and coaching staff visited Chicasaw Elementary School to read to the children. Over 550 books were donated by friends of Gert Garman from UCF's Sports Marketing and UCF's Barnes and Noble Bookstore. NCAS director Suzi Katz says, "The school staff raved about the program and is looking forward for the basketball and other teams visit on a regular basis."

OverKNIGHT Showcase

The Office of Undergraduate Admissions will host approximately 150 high school counselors from South Florida on March 2-3. There will be a welcome reception at the Burnett Honors College. On March 3, the counselors see exactly why UCF is the "school of choice" for many of their students. The program will feature information sessions on Admissions, Financial Aid, the Burnett Honors College, LEAD Scholars, College Advising and Campus Life as well as a tour of UCF. "We are looking forward to a great program," says Melissa Haas, assistant director, Undergraduate Admissions.

Students Find SOS Helpful

SDES Offering Support (SOS) is a program developed by Academic Development and Retention, and Campus Life staff to assist students at the end of the semester with questions regarding financial assistance, academic advising and support services, and registration for the spring 2003 semester. Students were e-mailed on November 22 announcing this program and locations available for support and services. SDES staff set up tables in the Student Union lobby, various residence halls and the Recreation and Wellness Center on November 25, 26 and December 2-5.

Intramural Sports will hold Race in January

The Adventure Race will take place on January 25 in a combination of running, canoeing, climbing and biking. Each team of three participants will receive a campus map with locations where the team must find flags in order to advance to the next stage of the race. The event will be held on the UCF campus and will take two to four hours to complete. Faculty, staff and student teams of three can compete in the men's, women's, or coed divisions. The pre-race briefing will begin at 8:30 a.m. followed by the race at 9 a.m.

To learn more about adventure racing, Ron Eaglin will be giving a presentation on Expedition Adventure Racing in the Key West Ballroom on January 13 from 8 p.m. to 9 p.m. Eaglin says, "The presentation is about what the sport of adventure racing is, including all the various flavors of adventure racing-sprint, stage, expedition. I will then take the attendants through the 2002 Florida Coast to Coast using slides, video, and maps describing the training required, and the experiences of racing for the continuous 48 hours that team 'Are We There Yet' took to complete the course from Crystal River to Ormond Beach."

For more information and to sign up check out the Intramural Sports Web site, www.imsports.ucf.edu.

SARC Opened Doors 24-Hours to Students

The Student Academic Resource Center (SARC) lab was open 24-hours a day from December 2-6. Extended hours allowed the students to study either individually or in groups for finals and access computers for completion of research papers. A total of 136 students used the lab during these hours. SARC tutors and Supplemental Instruction leaders conducted 19 final review sessions in 14 separate subject areas for a total of 385 students. "We were proud to offer this type of service to UCF students and hope that all of the hard work we witnessed in the lab paid off in good grades," says Rebecca Piety, coordinator, Academic Support Services.



Accepting Award Nominations for LEADERSHIP WEEK 2003

The LEADERSHIP WEEK 2003 committee is now accepting applications from faculty, A&P, USPS and students for the UCF Leadership Awards. If you are interested in nominating an individual(s) in the UCF community, visit the LEADERSHIP WEEK 2003 Web site: reach.ucf.edu/~lead. Click on "Lead Programs," then "Leadership Week" for applications, criteria and requirements. LEADERSHIP WEEK 2003 will be held February 21 to March 1. The Awards Reception will be held on February 27 in the Pegasus Ballroom from 2-4 p.m.

LEADERSHIP WEEK is a collaborative effort among various organizations on campus to recognize leadership at UCF. During this week of leadership development, scholarship, service and recognition, numerous workshops and events will be provided for students, faculty and staff. If you are interested in getting involved or presenting during the week, contact Micki Pannozzo, LEAD Scholars Programs, 407.823.3949.

January 10 Deadlines

The Registrar's Office posted reminders to all departments that January 10 at 5 p.m. will mark several student deadlines:

- Late Registration and Add/Drop;
- Late Payment Deadline and Last Day For Full Refund;
- Grade Forgiveness Deadline.

Record Semester For Grade Processing

The Registrar's Office reported a record semester in the number of grades processed between December 12, the official deadline for faculty to transmit grades, and December 16, when grades were posted. Over 150,000 grades were posted via scanning and hand-keying for fall 2002 semester.

SDES Holiday Celebration

December 5, 2002



SDES Council, SDES Vice President Tom Huddleston and Santa Len Burry, senior programmer/analyst for Student Financial Assistance

Friends of SDES:

This afternoon, we had the opportunity to be together and share the holiday spirit. So many thanks go to you for your good work and positive attitudes. Together, we really do make the difference!

The wreath contest, letters to service personnel, the Gospel Choir, Mr. and Miss UCF, Santa . . . I may be bias, but I really believe this was a great event.

The thanks for the creativity, decorations and activities belong to our SDES Council. Great work by a few people. I hope you will join with me in thanking the council for making this afternoon a memorable time. Thanks Vicky Keller, Nina Shurdom, Linda Sullivan, Jeff Novak, Melissa Edwards and Ana Lopez. Thanks also to Linda Haynes who serves as the secretary to the council. Happy holidays and a wonderful new year!!

– Thomas Huddleston, SDES Vice President

Thank you for the toy donations for the less fortunate.



*Click on Staff News and Information at:
www.sdes.ucf.edu to see more photos.*

Please submit your February 2003 UKnighted newsletter articles to jpardo@mail.ucf.edu by January 15th.

❖ This was the best holiday party by far! Please add my thanks and congratulations to the SDES Council for their good work.
– Bob Faust, Student Health Services

❖ The party was lots of fun and I think the wreath contest was a good idea. It was great to get out of the office and see friends from the other offices! The entertainment was great, too. You folks did a great job. I am already looking forward to next year's party.
– Kate Wagner, Student Health Services

❖ The holiday celebration was very nice . . . festive, well planned and lively. Thanks to you all for the time it takes to pull off such a nice gathering. Santa was especially good! :)
– Lisa Minnick, Student Financial Assistance



Miss UCF Isabel Rougeau singing "Santa Baby" to Tom Huddleston



UCF Gospel Choir



SDES members send electronic greetings to military service personnel



SDES member dancing with Mr. UCF Wesley Miller

Congratulations SDES

to
Undergraduate Admissions
for winning the **Best Decorated Wreath**
and
the Wreath Drawing Winners

Department's Wreath – Winner

- **Campus Life** – Dara Belson, Student Financial Assistance
- **Special Programs** – Joanne McCully, Recreation and Wellness Center
- **Student Financial Assistance** – Linda Scaglione, Registrar's
- **Administrative Services** – Mike Pinn, Registrar's
- **Academic Development and Retention** – Pauline Strauss, Undergraduate Admissions
- **Undergraduate Admissions** – Bob Faust, Student Health Services

