

The process for collecting faculty escort information for graduate students receiving doctoral degrees at the Commencement Ceremony is decentralized. Academic unit personnel already authorized to enter graduate student data are responsible for entering faculty escort information in GIMS.

Please recall that all doctoral degree candidate escorts must be a member of the UF Faculty.

Faculty escort information for doctoral commencement participants may be entered through the deadline. After this deadline, the UF President's Office will mine the information. If you have changes or additional escort data after the deadline has elapsed, please provide updated information to the President's Office by contacting Stacey Merritt at [staceym@ufl.edu](mailto:staceym@ufl.edu) or 392-1311. The President's Office sends instructions via email to individual faculty escorts concerning the details of the ceremony.

We greatly appreciate your cooperation in gathering this information.

**INSTRUCTIONS:**

1. Log into GIMS.
2. Click the "Commencement Data" Menu Selection under the Department Data Menu Heading.



3. Click on the tab named "Faculty Escorts".
4. Scroll to the doctoral candidate record then click "Change" in the blue record header to enter faculty escort information. The data set includes any current term application for the Doctor of Education, Doctor of Philosophy, and Doctor of Plant Medicine degrees and is not limited to active candidates.
5. Click the down triangle in the "Select a Committee Member" pull down box to select a faculty escort from the candidate's supervisory committee. To select a faculty escort who is not on the candidate's supervisory committee simply enter the faculty's UFID in the "Faculty UFID" field then click "Find".
6. The "Comments" field is optional and is included for entering helpful information for the President's Office pertaining to the faculty escort. For example, "Dr. A is escorting degree candidate Z also".
7. Click "Save" below the record to save escort information and comments.
8. Click "Cancel" below the record to stop the current edit.
9. Click "Clear Commencement Escort" below the record to delete the existing escort and comment information.

Please email [graddata@ufl.edu](mailto:graddata@ufl.edu) if you experience any system problems.