



Dear students,

Planning is underway for the 2024 Commencement Ceremonies! All critical commencement information will arrive via your uis.edu email, so check your inbox frequently. You can also check the Commencement website for updates: uis.edu/commencement.

Commencement Ceremonies

This year, three commencement ceremonies (divided by college) will be held in the UIS Performing Arts Center on the UIS Campus as noted below:

- Friday, May 10 at 7 p.m. - Graduates from the College of Health, Science and Technology
- Saturday, May 11 at 10 a.m. - Graduates from the College of Liberal Arts and Social Sciences AND the College of Public Affairs and Education
- Saturday, May 11 at 3 p.m. - Graduates from the College of Business and Management

Eligibility

Students planning to participate in commencement must indicate their intent to graduate to the Office of Records and Registration by submitting a **graduation application**. Graduation application instructions are available on the [Records and Registration website](#). The Spring 2024 graduation application deadline is **Feb. 16**, and NO applications can be accepted after this deadline.

Students can only participate in the commencement ceremony in which they are **FIRST** eligible (based upon the term for which the student submitted a graduation application). Students cannot participate in more than one ceremony for the same degree program.

The following groups may be eligible to participate in commencement if they meet all listed guidelines. There will be NO exceptions to the criteria listed below.

- **Summer 2023 and Fall 2023 Graduates:** These graduates are automatically eligible to participate.
- **Spring 2024 Candidates:** A Spring 2024 graduation application must be submitted by **Feb. 16**.
- **Summer 2024 Candidates:** A Summer 2024 graduation application must be submitted by **Feb. 16**. In addition, an approved Student Petition Form requesting to participate must also be on file

in the Office of Records and Registration by **Feb. 16**. Generally, a student cannot have any incomplete courses or more than 8 hours (undergraduate) or 4 hours (graduate) still to be taken during the summer term.

Important notes for Spring 2024 and Summer 2024 Candidates: Students planning to earn a degree must indicate their intent to graduate to the Office of Records and Registration by submitting an online graduation application regardless of whether they plan to participate in commencement. Instructions pertaining to the graduation application can be found on the Records and Registration website (<https://www.uis.edu/registrar/forms-faqs>). It is important to submit the graduation application as soon as possible, but no later than the posted deadline. **Please note that all DPA students must be deemed eligible to participate by March 29. Please contact your adviser for additional information.**

Participation

The following steps **are required** to participate in commencement:

1. **Confirm participation:** Graduates can confirm participation by submitting an online intent to participate on the [Commencement website](#) between **March 11 and 25**. Only those students who are eligible will be able to submit their intent to participate. This step is required, even for students who are making special cap and gown arrangements (e.g., borrowing a black cap and gown).
2. **Purchase a cap and gown online:** After clicking submit on the online intent to participate, a screen will appear with information about purchasing your cap and gown. Screen grab this information or be prepared to immediately follow the prompts to purchase your regalia. Orders can be mailed to your home or to the UIS Bookstore for pick up.

Alternative Cap and Gown Arrangements: Students making special cap and gown arrangements (e.g., borrowing a black cap and gown) **MUST** still confirm their participation by submitting an online intent to participate.

Guest Tickets

Guest tickets *will be required* for admission into the commencement ceremonies. We are estimating that each student will receive approximately five guest tickets, though the exact amount will not be determined until closer to the ceremonies. Overflow seating with livestreaming will be available on campus for guests who wish to participate but do not have a ticket for entrance into the UIS Performing Arts Center. We understand this is a very important component of the commencement experience and will continue to provide more details leading up to the events.

Student Speaker

The student commencement speaker is an important tradition at UIS. All graduating students are eligible to audition; representatives of the faculty and the student body will select the speaker. Audition information will be provided when the application form goes live in the coming weeks on the [commencement website](#). Additional information will be provided soon.

UI WebStore

Leaving UIS means you will **no longer have access to the UI WebStore**, including your order history. Before you go, [visit the WebStore](#), and save backups of all your software purchases and access

keys/codes. While you're there, be sure to purchase the discounted software you'll need to succeed in your career.

Let's celebrate!

Commencement is an important time to celebrate your well-deserved accomplishment! We hope that if you are eligible, you will choose to participate. If you have any questions about the ceremonies, eligibility to graduate, or special assistance (students or guests), please visit the "Contacts" page on the Commencement website. Be sure to check the Commencement website frequently for the most up-to-date information: uis.edu/commencement.

Sincerely,

UIS Commencement Committee