

Commencement Information



University of Illinois at Springfield

February 2014

COMMENCEMENT CEREMONY

This year UIS will hold its commencement ceremony at the Prairie Capital Convention Center (located in downtown Springfield) on Saturday, May 17, 2014. **The ceremony will begin at 4:00 p.m.**

ELIGIBILITY TO PARTICIPATE

The following three groups of individuals may be eligible to participate in the upcoming commencement ceremony if they meet all of the listed guidelines. There will be NO exceptions to the criteria listed below. **Please note that students can only participate in the commencement ceremony in which they are FIRST eligible. Students cannot participate in more than one ceremony for the same degree program. Therefore, if you are reviewing this letter and have already participated in a PREVIOUS ceremony, please disregard this letter.**

- **Summer 2013 and Fall 2013 Graduates:**

These graduates are automatically eligible to participate, but must purchase a cap and gown at the “Graduate Salute” in the UIS Bookstore (located on the first floor of Founders Hall), March 27 - 29.

- **Spring 2014 Candidates:**

1. A graduation application must be on file in the Office of Records and Registration no later than **February 21, 2014**.
2. Complete all requirements by the end of the spring semester.
3. Purchase cap and gown at the “Graduate Salute” in the UIS Bookstore (located on the first floor of Founders Hall), March 27 - 29.

- **Summer 2014 Candidates:**

1. A Student Petition form asking to participate in the ceremony must be approved by your program and be on file in the Office of Records and Registration by **February 21, 2014**. The petition will be approved if BOTH of the following conditions are met:
 - a. An approved graduation application must be on file in the Office of Records and Registration by **February 21, 2014**.
 - b. 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.
2. Purchase cap and gown at the “Graduate Salute” in the UIS Bookstore (located on the first floor of Founders Hall), March 27 - 29.

ELIGIBILITY TO PARTICIPATE - CONTINUED

Graduation application: 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 whether or not they plan to participate in the commencement ceremony. Instructions pertaining to the graduation application can be found on the Records and Registration website (www.uis.edu/registration/forms). 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 have completed all degree requirements and have their final dissertation submitted and approved by April 1. Please contact your adviser for additional information.

ORDERING CAPS AND GOWNS

A “Graduate Salute” will be held in the UIS Bookstore (located on the first floor of Founders Hall) March 27 - 29. This event will be sponsored by the UIS Bookstore and Jostens. During this time, caps and gowns will be available for purchase. Additional graduation merchandise will be available on site for purchase including class rings, diploma frames, and announcements. The cap and gown prices are as follows:

Bachelor Unit*	\$37.00 plus tax
Master Unit * & Hood	\$70.00 plus tax
Doctoral Unit * & Hood	\$88.00 plus tax

* Units include cap, gown, and tassel. These items need not be returned after the ceremony. In addition, master and doctoral hoods are yours to keep.

Dates and times of the “Graduate Salute” are as follows:

Thursday, March 27	11 a.m. – 7 p.m.
Friday, March 28	10 a.m. – 6 p.m.
Saturday, March 29	9 a.m. – 1 p.m.

Online Graduates: Additional information regarding the procedures for purchasing caps and gowns will be mailed to online students who are eligible to participate at a later date.

Peoria Graduates: Students who attend classes in Peoria may order caps and gowns by contacting the Peoria Center (309/999-4847).

Special Cap and Gown Arrangements: Your cap and gown purchase will add your name to the commencement participation list. **If you are making any other cap and gown arrangements (e.g., borrowing a black cap and gown from a friend), you MUST contact the Office of Records and Registration by emailing registrar@uis.edu.** Please note that a late fee will be assessed by the UIS Bookstore to all students who order their cap and gown after March 29 (students will be assessed a \$10 late fee during the first week after Graduate Salute and a \$20 late fee for any orders placed thereafter).

STUDENT SPEAKER

Our student commencement speaker is an important tradition at UIS. Information regarding when and where the auditions will be held will be provided on the Audition Application Form. All graduating students are eligible to audition. Representatives of the faculty and the student body will select the speaker. AUDITION APPLICATION FORMS will be available via the commencement website (www.uis.edu/commencement) on March 1, 2014.

U OF I WEBSTORE

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CEREMONY GUEST SEATING/SPECIAL NEEDS

Tickets will not be required for admission into the ceremony. Additional information regarding special needs seating will be included in future correspondence.

GRADUATION ANNOUNCEMENTS

Graduation announcements and accessories may be ordered during the "Graduate Salute," as well as personalized announcements. We will also have a general announcement on hand for viewing.

We hope that if you are eligible, you will choose to participate in the May commencement ceremony. If you have any questions regarding commencement activities, please call the Office of Records and Registration at (217) 206-7730 or send an email to registrar@uis.edu. Also, please be sure to contact us if your address changes prior to the commencement ceremony.

For the latest ceremony information, please visit the commencement website at www.uis.edu/commencement.