

# Commencement Information

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University of Illinois at Springfield

February 2016

## **COMMENCEMENT CEREMONY**

This year UIS will hold its commencement ceremony at the Prairie Capital Convention Center (located in downtown Springfield) on Saturday, May 14, 2016. **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 (based upon the term for which the student submitted an online graduation application). 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 2015 and Fall 2015 Graduates:**

These graduates are automatically eligible to participate.

- **Spring 2016 Candidates:**

A Spring 2016 graduation application\* must be on file in the Office of Records and Registration no later than **February 19, 2016**.

- **Summer 2016 Candidates:**

A Summer 2016 graduation application\* must be on file in the Office of Records and Registration no later than **February 19, 2016**. In addition, an approved Student Petition Form requesting to participate in the ceremony must be on file in the Office of Records and Registration by **February 19, 2016**. 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.

**\*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/](http://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.**

## **PARTICIPATION**

Those planning to participate in the commencement ceremony ARE REQUIRED to complete the following TWO steps:

1. Confirm their participation by submitting an online intent to participate. Students can submit their intent via the commencement website ([www.uis.edu/commencement/](http://www.uis.edu/commencement/)) **between March 7 and March 22**. Only those who are eligible will be able to submit their intent to participate (see “ELIGIBILITY TO PARTICIPATE” above).
2. Purchase a cap and gown during the “Graduate Salute” to be held in the UIS Bookstore (located on the first floor of Founders Hall). Dates and times of the “Graduate Salute” are as follows:

Thursday, March 24	11 a.m. – 7 p.m.
Friday, March 25	10 a.m. – 6 p.m.
Saturday, March 26	9 a.m. – 1 p.m.

This event will be sponsored by the UIS Bookstore and Jostens. In addition to caps and gowns, 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.

Please note that a late fee will be assessed by the UIS Bookstore to all students who order their cap and gown after “Graduate Salute.”

**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).

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

## **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

**STUDENT SPEAKER - CONTINUED**

body will select the speaker. Audition Application forms will be available via the commencement website ([www.uis.edu/commencement/](http://www.uis.edu/commencement/)) in early March 2016.

**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.

**U OF I WEBSTORE**

Once you leave UIS, you will no longer have access to U of I WebStore. So, before you go, login to WebStore (<http://webstore.illinois.edu>) and save backups of all your software purchases and access keys/codes. While you’re online make sure to stock up on discounted software you’ll need after you’re gone. Because once you graduate, it’s back to paying full price.

**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](mailto:registrar@uis.edu). Also, please take a moment to verify that your address is current by logging into Student Self-Service (<https://apps.uillinois.edu/>).**

**For the latest ceremony information, please visit the commencement website at [www.uis.edu/commencement/](http://www.uis.edu/commencement/).**