

Commencement Information



University of Illinois at Springfield

March 2016

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. and will last approximately two and a half hours.

4:00 p.m. CEREMONY

COLLEGE OF LIBERAL ARTS & SCIENCES

Art	Liberal & Integrative Studies
Biology	Liberal Studies
Chemistry	Mathematical Sciences
Clinical Lab Science	Philosophy
Communication	Psychology
Computer Science	Sociology/ Anthropology
English	
History	
Information Systems Security	

COLLEGE OF EDUCATION & HUMAN SERVICES

Educational Leadership
Human Development Counseling
Human Services
Social Work
Teacher Leadership

COLLEGE OF PUBLIC AFFAIRS & ADMINISTRATION

Criminal Justice
Environmental Sciences
Environmental Studies
Global Studies
Legal Studies
Political Science
Public Administration
Public Affairs Reporting
Public Health

COLLEGE OF BUSINESS & MANAGEMENT

Accountancy
Business Administration
Economics
Management
Management Information Systems

CAPS AND GOWNS/CEREMONY PARTICIPATION:

Those who are eligible and planning to participate in the commencement ceremony ARE REQUIRED to complete the following TWO steps:

1. You **MUST** confirm participation by submitting an online intent to participate. Students can submit their intent via a link on the commencement website (www.uis.edu/commencement/) **between March 7 and March 22**. Only those who are eligible will be able to submit their intent to participate. Students who do not confirm their participation during the dates above will NOT be allowed to participate. **Without your participation confirmation, we will not know of your intent to participate, thus you MUST submit your online intent.**

CAPS AND GOWNS/CEREMONY PARTICIPATION - CONTINUED:

2. You MUST 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. Additional information regarding caps and gowns may be found on the Jostens website (www.jostens.com). 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.

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 below for information related to purchasing a tassel.

Online Graduates: If you are a distance learner or are unable to come to campus during the Graduate Salute, you can call the UIS Bookstore on the days of our Graduate Salute on March 24, 25, or 26 at (217) 206-6766 and order your cap and gown directly from them. They will need your name, UIN (University Identification Number), height, weight, and (if you are a master’s student) what degree you will be earning. They will FedEx your regalia to you for an additional charge.

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

The FINAL day to purchase a cap and gown from the UIS Bookstore or to make special cap and gown arrangements will be April 1. Please note that a \$10 late fee will be assessed by the UIS Bookstore to all students who order their cap and gown after March 29.

CEREMONY SEATING/WEBCAST:

Tickets will not be required for admission into the ceremony. The doors will open to the main floor of The Center at 3 p.m. and seating will be on a first-come, first-served basis. Because of the large number of graduates and the seating capacity of The Center, it is recommended that no more than ten guests attend per graduate. Overflow seating will be available on the lower level of The Center. In addition, a webcast will also be available at www.uis.edu.

COMMENCEMENT ANNOUNCEMENTS/TASSELS/MISCELLANEOUS:

The UIS Bookstore will have general announcements available for purchase during the Graduate

COMMENCEMENT ANNOUNCEMENTS/TASSELS/MISCELLANEOUS - CONTINUED:

Salute. In addition, tassels and other miscellaneous graduation items can also be purchased from the UIS Bookstore.

DVDs:

A DVD of the commencement ceremony will be available for \$25. Payment should be made at the Cashier's Office. This cost includes postage in the continental United States. The form to purchase DVDs is available on the web (www.uis.edu/commencement/). Questions should be addressed to the Office of Electronic Media by calling (217) 206-6799.

GRADUATE PHOTOGRAPHS:

A professional photographer will record the moment graduates are given their diploma cover by the Chancellor during the ceremony. The full-color proofs of these photos and instructions for ordering will be mailed to graduates shortly after commencement. **The photographer will also be available for portraits after the ceremony.**

SPECIAL EVENTS:

Numerous events are being planned for certain groups, colleges and/or departments. Be sure to check our website (www.uis.edu/commencement/) for more information.

SPECIAL NEEDS/ARRANGEMENTS:

Graduates who have need of accommodations due to a disability should contact Graduation at (217) 206-7730. **Guests** who have need of accommodations due to a disability should contact Disability Services by phone at (217) 206-6666.

STUDENT SPEAKER AUDITIONS:

Our student commencement speaker is an important tradition at UIS. Auditions for students wishing to speak at commencement will be held on Friday, March 25, 2016, from 2:00 p.m. to 4:00 p.m. in University Hall, Room 2008. All graduating students are eligible to audition. Representatives of the faculty and the student body will select one student speaker. All those wishing to audition should expect to arrive at 1:45 p.m. on March 25, and remain until all auditions are completed. Distance learning students who cannot attend the auditions in person must contact the UIS Registrar (registrar@uis.edu) to make special arrangements to ensure that all application materials are received by the deadline date. **Applications must be returned to the Registrar in the Office of Records and Registration, UHB 1076, by Noon on Monday, March 21.** Audition application forms are available via the commencement website (www.uis.edu/commencement/).

IF YOU HAVE QUESTIONS, PLEASE CALL US:

Caps, Gowns & Graduation Announcements	UIS Bookstore, (217) 206-6766 or UIS Peoria Center, (309) 999-4847
Ceremony Information	Graduation, (217) 206-7730
DVD Information	Office of Electronic Media, (217) 206-6799
Eligibility to Graduate	Graduation, (217) 206-7730
Special Arrangements (Guests)	Disability Services, (217) 206-6666
Special Arrangements (Students)	Graduation, (217) 206-7730

Commencement participants will receive an additional letter with all finalized information a few weeks before commencement. The letter will address all issues and questions concerning commencement day. For the latest information, please visit the commencement website at www.uis.edu/commencement/.