

Commencement Information



April 2016

COMMENCEMENT CEREMONY:

UIS will hold its commencement ceremony at the Prairie Capital Convention Center (located at Ninth and Adams Streets in downtown Springfield) on Saturday, May 14, 2016. The ceremony will begin at 4:00 p.m. and will last approximately three hours. Note: directions to The Center are included at the end of this letter.

GUEST SEATING/WEBCAST:

Tickets will **not** be required for admission into the ceremony. The doors will open to the main floor of The Center at approximately 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 SIX guests attend per graduate. Guests who wish to sit on the main floor are encouraged to arrive early, as those seats fill up rather quickly. There is no reserved seating except for special needs such as interpretive services and wheel chairs. Overflow seating will be provided in the lower level of The Center. The ceremony will also be webcast live at www.uis.edu.

SPECIAL ARRANGEMENTS:

Graduates who have a need for special assistance should make arrangements in advance with Graduation at (217) 206-7730. **Guests** requiring special assistance should make arrangements in advance with Disability Services by calling (217) 206-6666.

ELIGIBILITY:

If you are receiving this letter, you have been approved to participate in the commencement ceremony. It is required that you have purchased a cap and gown from the UIS Bookstore or have made special arrangements to borrow a black cap and gown

ATTIRE:

It is suggested that you wear lightweight clothing and dark shoes under your cap and gown. Items such as purses should not be brought to The Center. Previously approved honor cords can be worn, but stoles cannot (with the exception of those worn by program marshals).

GRADUATE PRE-CEREMONY SEATING:

All graduates must arrive by 3:15 p.m. at The Center. Students arriving late create significant problems and therefore, may not be allowed to participate. Please plan to arrive on time, allowing for heavy traffic and parking. Graduates should enter on the east side of the building nearest Ninth Street. Graduates from the colleges of Business and Management and Public Affairs and Administration will enter through doorways located on the corner of Washington and Ninth

GRADUATE PRE-CEREMONY SEATING - CONTINUED:

streets. Graduates from the colleges of Education and Human Services and Liberal Arts and Sciences will enter through doorways located on the corner of Adams and Ninth streets. Once inside The Center, graduates should proceed to the check-in/information tables located near the entrance doors. Volunteers at those tables will verify that you are on the list of participating students. Once verified, you will be led to the main floor of The Center. You should then look for your program sign (e.g., CSC for Computer Science), that indicates the location of your program.

NOTE: if you are earning two degrees or two majors and are unsure which is your primary program (and therefore the program with which you will sit), please call Graduation at (217) 206-7730 prior to Noon on the Friday before the ceremony for assistance. When you have located your program, wait for your program marshal (who will be wearing a gold stole) to seat you by degree level. **You are to be seated immediately and remain seated.** The marshal will then give you a card with your name on it. **You must hold the card until you hand it to the announcer on stage, who will read your name from the card.** The marshal will guide you through the procedures.

PROCESSIONAL:

When the ceremony begins, the platform party and faculty will process into The Center. Graduates and guests are to remain seated during the processional.

RECESSIONAL:

Following the ceremony, graduates and guests are to remain in their seats while the platform party and faculty recess. Once the platform party and faculty have exited The Center, students will be able to join their guests.

PHOTOGRAPHS:

A professional photographer will photograph graduates as they receive diploma covers from the Chancellor on stage. Remember to **pause** and smile. The photographer will also be available after the ceremony in room B10 (located on the lower level of The Center), for graduates who wish to pose for additional photographs. **During the ceremony, guests must remain seated for photographing and videotaping. Tripods will not be allowed.** Graduates will receive a passport sized full-color proof in the mail shortly after the ceremony. There is no obligation to purchase, and you will have the option of ordering several enlargement packages at a reasonable price. Questions regarding photographs following the ceremony should be addressed to GradImages (www.gradimages.com/).

DVDs:

A DVD of the commencement ceremony will be available for \$25. 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 (217/206-6799).

BOOKSTORE:

The UIS Bookstore will have a stand open at The Center from 3:00 p.m. to 6:30 p.m. on commencement day for those last-minute cards and souvenirs.

SPECIAL EVENTS:

Numerous events are being planned to help graduates celebrate. Special events will be scheduled

SPECIAL EVENTS - CONTINUED:

for certain groups. Please be sure to check our website (www.uis.edu/commencement/) for more information.

DIRECTIONS TO THE CENTER:

The Center parking ramp is located at the corner of Seventh and Washington streets. **Other special events are being held downtown on commencement day. Therefore, it is highly recommended that you allow extra time for heavy traffic and parking.**

Coming from the **SOUTH** on I-55 (St. Louis), take the 6th St. Exit (#92) to Downtown Springfield. Stay on 6th St. At Washington St. turn right. Go one (1) block.

Coming from the **NORTH** on I-55 (Chicago), take the Clear Lake Avenue Exit (#98). Clear Lake Ave. merges with Jefferson St. Take a left on 7th St. Go one (1) block.

Coming from the **EAST** on I-72 (Champaign), continue straight ahead on Clear Lake Ave. It will merge with Jefferson St. Take a left on 7th St. Go one (1) block.

Coming from the **WEST** on I-72 (Jacksonville), take the 6th St. Exit to Downtown Springfield. Stay on 6th St. At Washington St. turn right. Go one (1) block.

IF YOU HAVE QUESTIONS, PLEASE CALL US:

Ceremony Information	Graduation, (217) 206-7730
DVD Information	Office of Electronic Media, (217) 206-6799
Eligibility to Graduate	Graduation, (217) 206-7730
Photographs (Questions Following the Ceremony)	GradImages, www.gradimages.com/
Special Assistance (Guests)	Disability Services, (217) 206-6666
Special Assistance (Students)	Graduation, (217) 206-7730

For the latest information, please visit our website: www.uis.edu/commencement/.