

# Commencement Information

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*University of Illinois at Springfield*

February 2010

## **COMMENCEMENT CEREMONY**

This year UIS will hold its commencement ceremony at the Prairie Capital Convention Center (located in downtown Springfield) on Saturday, May 15, 2010. The ceremony will begin at 2:00 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 receiving this letter and have already participated in a PREVIOUS ceremony, please disregard this letter.**

- **Summer 2009 and Fall 2009 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 25 - 27.

- **Spring 2010 Candidates:**

1. A graduation contract must be on file in the Office of Records and Registration no later than **February 19, 2010**.
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 25 - 27.

- **Summer 2010 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 19, 2010**. The petition will be approved if BOTH of the following conditions are met:
  - a. An approved graduation contract must be on file in the Office of Records and Registration by **February 19, 2010**.
  - 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 25 - 27.

### **ELIGIBILITY TO PARTICIPATE - CONTINUED**

**Graduation contract:** The graduation contract is required of all students who plan to earn a degree whether or not they plan to participate in the commencement ceremony. Graduation contract forms are available on the Records and Registration website at [www.uis.edu/registration/forms](http://www.uis.edu/registration/forms). It is important to complete the contract as soon as possible, but no later than **February 19, 2010**.

**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 25 - 27. 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*	\$31.00 plus tax
Master Unit & Hood*	\$69.00 plus tax
Doctoral Unit & Hood*	\$84.00 plus tax

\* Units include cap, gown, and tassel. These items need not be returned after the ceremony. They will be yours to keep.

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

Thursday, March 25	11 a.m. – 7 p.m.
Friday, March 26	10 a.m. – 6 p.m.
Saturday, March 27	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, please contact JoAnn Mumaw by March 24 by calling (217) 206-7730. Please note that a \$25.00 late fee will be assessed to all students who order their cap and gown after March 27.**

### **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 in the following locations on MARCH 1, 2010:

- Student Life
- Office of the Dean of each college
- Office of Records and Registration (at the Registration counter)
- Brookens Library
- Peoria Center

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**CEREMONY GUEST TICKETS/SPECIAL NEEDS**

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

**GRADUATION ANNOUNCEMENTS**

Graduation announcements and accessories may be ordered during the “Graduate Salute.” Personalized announcements may be ordered. 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](mailto: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](http://www.uis.edu/commencement).**