

# Commencement Information

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April 2015

**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 16, 2015. 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](http://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.** Summer 2014 graduates, Fall 2014 graduates, and potential Spring 2015 graduates with an approved graduation application currently on file are eligible to participate in Commencement 2015, **provided they have purchased a cap and gown (or have already made special arrangements with the Office of Records and Registration).** In addition, Summer 2015 graduates with an approved graduation application and a petition to participate currently on file are also eligible, **provided they have purchased a cap and gown (or have already made special arrangements with the Office of Records and Registration).**

**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 be worn (with the exception of those worn by program marshals).

**GRADUATE LINE-UP:** **All graduates must arrive by 3:15 p.m. at The Center. Students arriving late create major problems with the line-up 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 streets. Graduates from the colleges of Education and Human

**GRADUATE LINE-UP - CONTINUED:** Services and Liberal Arts and Sciences will enter through doorways located on the corner of Adams and Ninth streets. Inside the Center, look for signs that indicate the location of your program. **NOTE: if you have earned two degrees or are a student with a double major and are unsure which program to line up with, please call Graduation at (217) 206-7730 prior to Noon on the Friday before the ceremony for assistance.** Staff will be available at information tables located near the line-up areas to assist you. When you have located your program line-up area, wait for your program marshal (who will be wearing a gold stole) to line you up by degree level within your program. Your marshal will give you a card with your name on it. **You are to hold the card until you hand it to the announcer on stage who will read your name from the card.** The marshals will guide you through the procedures.

**PROCESSIONAL:** The processional will make its way up a large ramp to the main level of The Center. You will follow your program marshal to your seat. **Move rapidly to the first available seat and be seated immediately.** Please move quickly, be courteous, and cooperate with staff along the way. If the walk up the ramp poses a problem for you, please contact Graduation at (217) 206-7730 for instructions on alternative arrangements.

**RECESSIONAL:** Following the ceremony, graduates 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 (<http://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/](http://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 for certain groups. Please be sure to check our website ([www.uis.edu/commencement/](http://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.**

**DIRECTIONS TO THE CENTER - CONTINUED:**

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 ( <b>Questions Following the Ceremony</b> )	GradImages, <a href="http://gradimages.com/">http://gradimages.com/</a>
Special Assistance ( <b>Guests</b> )	Disability Services, (217) 206-6666
Special Assistance ( <b>Students</b> )	Graduation, (217) 206-7730

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