

Commencement Information



University of Illinois at Springfield

February 2019

COMMENCEMENT CEREMONIES

UIS will hold its commencement ceremonies at the Bank of Springfield Center (located in downtown Springfield) on Saturday, May 11, 2019. **There will be two ceremonies at 12:30 p.m. and 5:30 p.m.** The ceremonies will be divided by college and information regarding when each college will participate will be forthcoming.

ELIGIBILITY TO PARTICIPATE

The following three groups of individuals may be eligible to participate in the upcoming commencement ceremonies 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 and have already participated in or were eligible to participate in a PREVIOUS ceremony, please disregard this letter.**

- **Summer 2018 and Fall 2018 Graduates:**

These graduates are automatically eligible to participate.

- **Spring 2019 Candidates:**

A Spring 2019 graduation application* must be on file in the Office of Records and Registration no later than **February 15, 2019**.

- **Summer 2019 Candidates:**

A Summer 2019 graduation application* must be on file in the Office of Records and Registration no later than **February 15, 2019**. In addition, an approved Student Petition Form requesting to participate in the ceremony must also be on file in the Office of Records and Registration by **February 15, 2019**. 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 commencement. Instructions pertaining to the graduation application can be found on the Records and Registration website (<https://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 be deemed eligible to participate by March 30. Please contact your adviser for additional information.**

PARTICIPATION

Those planning to participate in commencement 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 (<https://www.uis.edu/commencement/>) **between March 11 and March 25**. Only those who are eligible will be able to submit their intent to participate (see “ELIGIBILITY TO PARTICIPATE” above). **This step is required, even for those students who are making special cap and gown arrangements (e.g., borrowing a black cap and gown)**. See below for information related to alternative cap and gown arrangements, online graduates/those unable to attend Graduate Salute, and caps and gowns for Peoria graduates.
2. Purchase a cap and gown during the “Graduate Salute” to be held in the UIS Bookstore (located on the lower level of the Public Affairs Center). Dates and times of the “Graduate Salute” are as follows:

Thursday, March 28	11 a.m. – 7 p.m.
Friday, March 29	10 a.m. – 6 p.m.
Saturday, March 30	9 a.m. – 1 p.m.

This event will be sponsored by the UIS Bookstore and Herff Jones. 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 commencement. 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.”

Alternative Cap and Gown Arrangements: Students making special cap and gown arrangements (e.g., borrowing a black cap and gown) **MUST** still confirm their participation by submitting an online intent to participate (see “PARTICIPATION” above).

Online Graduates/Those Unable to Attend Graduate Salute: Online graduates and those who are unable to attend Graduate Salute will be allowed to purchase their caps and gowns at the time they confirm their participation by submitting an online intent to participate (see #1 above).

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

CEREMONY GUEST SEATING/SPECIAL NEEDS

Tickets will not be required for admission into the ceremonies. 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.

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 body will select the speaker. The chosen speaker will be expected to speak at both the 12:30 p.m. and 5:30 p.m. ceremonies. Audition Application forms will be available via the commencement website (<http://www.uis.edu/commencement/>) in early March 2019.

U OF I WEBSTORE

Leaving UIS means you will **no longer have access to U of I WebStore**, including your order history. Before you go, log into WebStore and save backups of all your software purchases and access keys/codes. While you’re there, be sure to purchase the discounted software you’ll need to succeed in your career. Visit <http://webstore.illinois.edu/grads> to find the products you can take with you when you go.

We hope that if you are eligible, you will choose to participate in commencement. 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. 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 <http://www.uis.edu/commencement/>.