

Commencement Information



April 2019

WHY AM I RECEIVING THIS COMMUNICATION?

You have been approved to participate in commencement because you submitted an online intent to participate and have purchased (or arranged to borrow) a black cap and gown. Congratulations! We look forward to recognizing you on commencement day! **You've done everything necessary up to this point, but there is one more step... YOU MUST ARRIVE ON TIME! So, keep reading and pay special attention to the information in the box below.**

WHEN/WHERE IS COMMENCEMENT?

UIS will hold two commencement ceremonies at the Bank of Springfield Center (located in downtown Springfield) on Saturday, May 11, 2019. The ceremonies will be divided by college and will each last approximately two hours.

WHICH CEREMONY SHOULD I ATTEND?

College ceremony times are listed below. If you are unsure of your college, please see the "COLLEGE/PROGRAM LISTING" on page 2. **YOU MAY ONLY PARTICIPATE IN THE CEREMONY FOR YOUR COLLEGE.**

Ceremony #1 – 12:30 p.m.: College of Liberal Arts and Sciences

Ceremony #2 – 5:30 p.m.:
College of Business and Management
College of Education and Human Services
College of Public Affairs and Administration

WHEN SHOULD I ARRIVE?

You **MUST** arrive **ON TIME** for your ceremony, allowing for heavy traffic and parking.

Ceremony #1 – Graduates may arrive beginning at 11:30 a.m., **but no later than 12:15 p.m.***

Ceremony #2 – Graduates may arrive beginning at 4:30 p.m., **but no later than 5:15 p.m.***

***THE ENTRY DOORS WILL CLOSE 15 MINUTES PRIOR TO EACH CEREMONY (AT 12:15 P.M. FOR CEREMONY #1 AND 5:15 P.M. FOR CEREMONY #2); GRADUATES WHO ARRIVE AFTER THE DOORS CLOSE WILL NOT BE ALLOWED TO PARTICIPATE.**

WHERE DO I GO WHEN I ARRIVE?

Graduates should enter on the east side of the building nearest Ninth Street **and should already be dressed in their regalia.** For the 12:30 ceremony, graduates from the College of Liberal Arts and Sciences will enter through the doorways located on the corner of Washington and Ninth streets. For the 5:30 ceremony, graduates from the College of Business and Management will enter through doorways located on the corner of Washington and Ninth streets, while graduates from the colleges of Education and Human Services and Public Affairs and Administration will enter through doorways located on the corner of Adams and Ninth streets.

WHERE DO I GO WHEN I ARRIVE? – CONTINUED

Once inside, graduates should:

- **Turn off your cell phone** and then check in at the information tables located near the entrance doors.
- Locate your program sign (e.g., CSC for Computer Science), that indicates where your program is lining up for the processional (if needed, you will be directed to the general location of your program by the volunteer who checks you in).
- Your program marshal (who will be wearing a gold stole) will line you up by degree level within your program and 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.

WHAT IF I HAVE OTHER QUESTIONS?

All of the information you need to know is included in this letter (including an FAQ section). For additional information, please visit our website (www.uis.edu/commencement/) or contact the appropriate office/area noted below:

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 Commencement)	GradImages, www.gradimages.com/
Special Assistance (Guests)	Disability Services, (217) 206-6666
Special Assistance (Students)	Graduation, (217) 206-7730

FREQUENTLY ASKED QUESTIONS (FAQ):

COLLEGE/PROGRAM LISTING: If you are unsure of the college in which your program is located, please see the chart below.

12:30 p.m. CEREMONY	
COLLEGE OF LIBERAL ARTS & SCIENCES	
Art (Visual Arts) Athletic Training Biochemistry Biology Chemistry Clinical Laboratory Science Communication Computer Science Data Analytics English	Exercise Science History Information Systems Security Liberal & Integrative Studies Liberal Studies Mathematical Sciences Philosophy Psychology Sociology/Anthropology Theatre
5:30 p.m. CEREMONY	
COLLEGE OF BUSINESS & MANAGEMENT Accountancy Business Administration Economics Management Management Information Systems	COLLEGE OF EDUCATION & HUMAN SERVICES Education Educational Leadership Elementary Education Human Development Counseling Human Services Social Work Teacher Leadership
COLLEGE OF PUBLIC AFFAIRS & ADMINISTRATION Criminal Justice Criminology and Criminal Justice Environmental Sciences Environmental Studies Global Studies Legal Studies	Political Science Public Administration Public Affairs Reporting Public Health Public Policy

FREQUENTLY ASKED QUESTIONS (FAQ) - CONTINUED:

DIRECTIONS: The Bank of Springfield Center's 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.

DVDs: A ceremony DVD 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).

GRADUATE 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 Bank of Springfield Center.** Previously approved honor cords and non-gold stoles can be worn, but gold stoles cannot (with the exception of those worn by program marshals).

GRADUATE PROCESSIONAL/RECESSIONAL: All cell phones should be turned off prior to the processional. The processional will make its way up a large ramp to the main level of the Bank of Springfield 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. **Out of respect for all those graduating, graduates and their guests are expected to remain for the duration of the ceremony.** 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 Bank of Springfield Center, students will be able to join their guests.

GUEST SEATING/TICKETS/WEBCAST: Tickets will **not** be required for admission. The doors will open to the main floor of the Bank of Springfield Center an hour before each ceremony and seating will be on a first-come, first-served basis. There is no reserved seating except for special needs such as interpretive services and wheelchairs. Overflow seating will be provided on the lower level. In addition, a webcast will also be available at: www.uis.edu.

MULTIPLE DEGREES/MAJORS: If you are earning two degrees or two majors, you will participate with your primary program. If you are unsure which is your primary program (and therefore are unsure which ceremony to attend or which program to line up with), please call Graduation at (217) 206-7730 prior to Noon on the Friday before commencement for assistance.

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 each ceremony in the lower level of the Bank of Springfield Center for graduates who wish to pose for additional photographs. **During each 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 commencement. 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 commencement should be addressed to GradImages (www.gradimages.com/).

SPECIAL NEEDS/ASSISTANCE 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.

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/) for more information.