



Dear students,

You have been approved to participate in commencement – less than one month away! – 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! **Keep reading and pay special attention to the information noted.**

Ceremony Details

Two commencement ceremonies (divided by college) will be held at the Bank of Springfield Center (The Center) in downtown Springfield. If you are unsure of your college, please see the [list of programs by ceremony and college](#). **You may only participate in the ceremony for your college.** If earning two degrees or two majors, participate with your primary program. If you are unsure which is your primary program, call 217-206-7730 prior to Noon Friday, May 8, for assistance.

- Saturday, May 9 at 12:30 p.m. - College of Health, Science and Technology AND College of Liberal Arts and Social Sciences
- Saturday, May 9 at 5:30 p.m. - College of Business and Management AND College of Public Affairs and Education

Arriving/Attire/Checking In

Arrive **one hour prior to your ceremony**. The entry doors will close 15 minutes before each ceremony; graduates who arrive after the doors close will not participate.

What to expect:

- Plan ample time for traffic, finding a parking spot, and walking into The Center.
- Arrive dressed in regalia. Wear lightweight clothing and dark shoes under your cap and gown.
- Do not bring purses and other personal items. Storage is not available.
- Previously approved honor cords and colored stoles may be worn, but only program marshals should wear gold stoles.
- Enter The Center through the doorways located on the corner of Washington and Ninth streets, and look for the graduate check-in table.
- Checking in is fastest with an iCard, or use your UIN or NetID.
- You will receive a card with your name and phonetic spelling on it and will be escorted to your seat. If you have friends you plan to sit with, be sure they arrive at the same time. You must hold the card until you hand it to the announcer on stage, who will read your name from the card.
- Please be courteous and cooperate with staff.

Assistance/Accommodation

Accessible guest tickets have been issued for those students who submitted guest accommodation requests. Anyone needing accessible arrangements are encouraged to arrive early, as guest accessible seating is limited. **Students** who require assistance/accommodation or have mobility issues (such as difficulty navigating stairs) should email commencement@uis.edu immediately.

Photographs

A professional photographer will record the moment graduates receive their diploma cover. Full-color proofs of these photos and instructions for ordering will be mailed to graduates shortly after commencement. The photographer will also be available for portraits after each ceremony on the lower level of The Center. The UIS photographer also captures images throughout the day. A public album will be available several days after commencement here: uis.edu/brand

Processional/Recessional

Shortly before each ceremony begins, the platform party and faculty will process into The Center. Out of respect, graduates and guests are expected to remain for the duration of the ceremony. Following the ceremony, graduates and guests should remain seated while the platform party and faculty recess. Once they have exited, students can join their guests.

Schedule of Commencement-Related Events

A current list of events to honor graduates is available on the [Commencement website](#).

Tickets/Overflow Seating/Livestreaming for Guests

Guest tickets **will be required** for admission into the commencement ceremonies.

- **Issued Tickets:** Each student has been issued the maximum number of tickets available, based on the number of guest tickets they requested. Tickets are unique to each ceremony and are not transferable between ceremonies. Tickets may be printed or emailed to guests and will be general admission. We highly recommend that you ask guests to bring a printed ticket or a screenshot to decrease wait times. The doors to The Center will open one hour before each ceremony and guest tickets will only be valid until 15 minutes prior to each ceremony, so it is important to arrive on time.
- **Unused Tickets:** Students may choose to “give back” tickets if they no longer need the total number assigned to them, which will make the tickets available to be reassigned to other students in their ceremony. If you wish to return tickets, email commencement@uis.edu.
- **Overflow Seating:** Seating with live streaming will be available in the lower level of The Center. The live stream will also be accessible on personal devices. Tickets will not be required in the overflow seating area.

Additional Information

Thank you for reading to the end of this lengthy email. It’s a lot of information, but we want you to be well informed. Commencement is an important time to celebrate your well-deserved accomplishment!

Check the [Commencement website](#) frequently for the latest information, and review our [Frequently Asked Questions](#). If you have any questions, please email commencement@uis.edu.

Sincerely,
UIS Commencement Committee