INSTRUCTIONS TO MASTER'S CANDIDATES

Ceremony and Reception Location

The commencement ceremony will be held on Thursday, May 7, 2015 at 6:30 pm in the UIC Pavilion which is located on the northeast corner of Racine and Harrison Streets at 525 S. Racine. The Pavilion garage is located adjacent to the Pavilion and should be entered via Harrison Street. The reception is at the Student Services Building located across the street from the Pavilion.

Caps and Gowns

Purchase your academic attire from the UIC Bookstore in the UIC Student Center East (312-413-5500).

You must wear academic attire to march in the procession. All inquiries related to your cap and gown are handled through the University Bookstore which is located in Student Center East. Caps and gowns will be available for purchase from April through commencement day.

The master's gown, which may be worn open or closed, has an oblong, open sleeve that drapes freely to the wrist and extends back, in the classic crescent shape, below the knee. All degree candidates wear the traditional mortarboard cap. Candidates for degrees wear tassels on the right front quadrant of their caps before the degrees are conferred and change them to the left front quadrants after the Provost confers their degrees.

How to Dress

Please make certain that your gown fits properly and is not wrinkled. There will be a fair amount of foot travel, so we recommend that you wear comfortable shoes. Do not to bring personal belongings, such as a purse with you to the ceremony. A fanny pack worn under the gown around the waist is a good solution to carry such items as keys, comb, money, cell phone, and personal identification, or perhaps one of your guests could hold these types of items for you. This means that when your name is called, you must have your hands free to accept your diploma cover and shake hands. You may find that you need bobby pins to secure your cap.

Academic Procession

Assemble in the Pavilion garage by 5:30 pm on Commencement day, May 7

Please note that there is construction in the area around UIC. It is also rush hour, so please allow for extra time to reach campus.
Graduates will assemble in the parking garage adjacent to the Pavilion. Arrive no later than 5:30 pm. The success of the ceremony depends on your punctuality and cooperation. There will be a special area cordoned off for check-in and assembly, located in the down ramp closest to the Pavilion on Harrison Street.

The first step is to go to the check-in table and pick up the white index card with your name and program. The white index card is extremely important to the ceremony, and is the mechanism for having your name read and diploma case presented. DO NOT LOSE IT! The second step is to move away from the check-in table and go to the writing table so that you can write your name phonetically on the card as you wish to have your name announced on stage. Write legibly so the reader can easily pronounce your name.

⭐ Proceed to the line-up area that is designated for your degree group.

There will be a marshal who will assemble your degree group and lead you to the Pavilion and get you seated inside.

Your marshal will help the graduates form a single line. A few minutes before you are to process into the Pavilion, your marshal will collect your white card. Once your card has been collected do not change your place in line, because the names will be called in the same order that the cards are collected. Pay close attention to any instructions that you are given by commencement officials.

Ceremony Instructions

When the degree is to be conferred the Associate Dean of the Graduate College will present the graduates to Provost Gislason. Rise and remain standing until the Provost confers the Master of Education degree. Once the degree has been conferred, move your tassel from the right side to the left side of your cap.

Then your marshal will direct you to the stage. When your name is called, walk across the stage to receive your diploma case from Dean Tatum, shake hands with Dean Tatum, the Associate Dean of the Graduate College, and Provost Gislason, exit the stage via the steps on the other side of the stage, and return to your seat.

At the conclusion of the ceremony, the Provost, deans and faculty will lead the recession, followed by the graduates by degree group. Again, your faculty marshal will direct you. You may want to make plans with your guests in advance to decide where to meet after the ceremony.
Pavilion Information

Doors to the Pavilion will open at 5:30 pm for the convenience of relatives and guests. There are no tickets, so you can invite as many guests as you wish. Guests should be instructed to enter the main entrance of the UIC Pavilion at the southwest corner of the building.

The possession and consumption of alcoholic beverages will not be permitted in the UIC Pavilion, nor will articles or materials that may endanger or distract others. Individuals possessing such articles, materials or beverages will be required to discard them before being permitted to enter the UIC Pavilion. Guests will not be allowed to go onto the floor to take photos, present flowers or otherwise interrupt the proceedings. We ask that everyone respect the speakers and the dignity of the ceremony by refraining from cell phone use during the event. Individuals in violation of these policies or whose conduct is disruptive or harmful to others may be removed from the commencement ceremony.

Graduates with special needs should contact the Pavilion at (312-413-5700) prior to the day of the College Commencement to arrange for a seat location and assistance to enable them to participate in the ceremony. Special needs/hearing-impaired guests may obtain seating assistance by going to the Guest Services entrance just east of the main entrance (on Harrison St.). A sign language interpreter will be present on the stage for the benefit of students and guests who are hearing impaired.

Reception

The College of Education will hold a reception with light refreshments for the graduates and their guests in the Student Services Building (SSB) located across the street from the Pavilion immediately following the graduation ceremony.

If you require any special accommodations, please let us know in advance.

Photographs

Photos may be taken before or after the ceremony. Please inform your guests that no photographers will be permitted on the floor of the UIC Pavilion during the procession or the ceremony. Your photograph will be taken by a professional from UIC’s Photographic Services as you receive your diploma. These photos will be available for purchase, and can be viewed on the web a few days after commencement. To find the correct website, use the search feature located on the UIC home page, using the key words, “commencement photos.”

In addition, the ceremony is available on the web, and a DVD of the entire ceremony will also be available for purchase. Go to the main UIC commencement website for ordering details.

To answer any commencement questions you may have, contact the Office of Student Services in the College of Education at (312) 996-4532.