

INSTRUCTIONS TO BACHELOR'S CANDIDATES

Ceremony and Reception Location

The commencement ceremony will be held on Friday, May 11, 2018 at 7:00 pm in the UIC Pavilion which is located on the northeast corner of Racine and Harrison Streets at 525 S. Racine. Graduates will enter the Pavilion through door labeled "Gate 2". The reception will be held at the Student Services Building located across the street from the Pavilion.

RSVP-MANDATORY

Please RSVP by April 1, 2018 by using this link: [Bachelor of Arts Graduation RSVP](#)

Caps and Gowns



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

You must wear academic attire to participate in commencement. All inquiries related to your cap and gown are handled through the University Bookstore which is located in Student Center East.

Pre-order regalia through Jostens: Now until Thursday, March 22, 2018 (Midnight)

- <http://www.jostens.com/apps/store/customer/1075615/University-of-Illinois-at-Chicago/>
- Regalia will be available for pick-up at the UIC Bookstore beginning Tuesday, May 1, 2018.
- Students who miss Jostens pre-order deadline can order on the Bookstore website beginning Friday, March 23rd through Tuesday, May 1st- No Bookstore website online orders will be processed after May 1, 2018.
- Students who did not order online can purchase regalia in-store from Tuesday May 1-14th.
- Bookstore Grad Events will be held on May 1st and May 2nd.
 - Grad Images, Jostens, etc.
- Students cannot order regalia over the phone
- Regalia will only be available at the East campus

Prices for student caps and gowns are as follows:

- Bachelor-\$45

The bachelor's gown, worn closed, is cut comfortably full and has pointed long sleeves. 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 quadrant after the Provost confers their degrees. Also, at the University of Illinois at Chicago, the cords worn by some graduating seniors signify University Honors. Gold stoles identify graduates who are members of the Honors College, and medallions worn around the neck are for College Honors.

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 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.

Preparing for Commencement



Check in at Gate 2 by 6:00 pm on Commencement day, May 11th.

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 go to the Pavilion floor after they have checked in at Gate 2. **Arrive no later than 6:00 pm.** The success of the ceremony depends on your punctuality and cooperation.

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.

Honors

The University Honors system recognizes three separate distinctions for scholastic excellence in the cumulative grade point average (4.00 system), according to range of cumulative grade point averages, as follows:

Summa cum laude	3.90 and above	gold cord
Magna cum laude	3.75 to 3.89	silver cord
Cum laude	3.50 to 3.74	bronze cord

If your cumulative UICGPA falls into one of the honors categories above, you will receive University and College honors that include an honor cord of appropriate color and medallion that you wear with your cap and gown. Cords are obtained during the Grad Finale. Because the ceremony and printing of the commencement program will take place before the completion of the spring term, your Honors designation will be based on your academic record through the fall semester 2017. However, your final UIC academic transcript will reflect any changes in your academic Honors designation resulting from the addition of your spring 2018 grades.

Please note that if you are a member of the Honors College and plan to attend the Honors College convocation, you will receive a stole signifying your membership in the Honors College and your honor cord during that ceremony. Be sure to wear your stole and cord with your cap and gown for the College of Education ceremony.

Proceed to the main floor of the Pavilion.

There will be a marshal who will provide direction once you arrive on the main floor of the Pavilion. Pay close attention to any instructions that you are given by commencement officials. You will need to keep your card with you until it is your turn to walk across the stage.

Ceremony Instructions

When the degree is to be conferred, Dean Alfred Tatum will present the graduates to Provost Poser. Rise and remain standing until the Provost confers the Bachelor of Arts 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 and Provost Poser 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 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 6:00 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.). Closed Caption services will be provided.

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 photographic company as you receive your diploma. These photos will be available for purchase, and order information can be found on the UIC website 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 Spring 2018."

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.