

INSTRUCTIONS TO DOCTORAL 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 using the door labeled "Gate 2". A reception will be held immediately following the ceremony, at the Student Services Building located across the street from the Pavilion.

RSVP-MANDATORY

Please RSVP by April 1, 2018 to Ms. Elise Wilson at elise@uic.edu

Caps and Gowns



Purchase your academic attire online 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:

- Doctorate-DNP/EDD/OP/PT/PhD (Excluding Med.) -\$85

At the University of Illinois at Chicago the color of the Ph.D. gown is flame and the velvet edging is indigo, the official school colors. The Ed.D. gown is black with black edging. All doctoral hoods are lined with the official colors with one color forming a chevron pattern over

the other. All degree candidates wear the traditional mortarboard cap (flame for Ph.D. and black for Ed.D). 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.

How to Dress

Please make certain that your gown fits properly and is free of wrinkles. 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, Friday, May 11, 2018.**

Please note that there is construction in the area around UIC. It is also rush hour, so please allow extra travel 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.

★ **Proceed to the main floor of the Pavilion.**

Your marshal, Elise Wilson, 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 not wear your hood. You will process to the stage with your hood draped over your arm.

Ceremony Instructions

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

Hooding

Doctoral candidates will receive their diploma cases on stage in alphabetical order, and be recognized and hooded by their faculty advisors. Once your degree has been conferred, you will be directed to the stage by your faculty marshal. You will be carrying your hood on your arm. Make certain that your hood is unbuttoned. When your name is called to receive your diploma case, move to the hooding platform on stage. Your advisor will be standing on a raised platform behind you. Hand him/her your hood, and make certain that you are facing the audience when your advisor places your hood over your head.

After you have been hooded, turn and shake hands with your advisor. Proceed to your left to receive your diploma case from Dean Tatum, shake hands, and then move to shake hands with the Dean of the Graduate College and Provost Poser. Finally, move to the other side of the stage and exit down the steps, 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 atrium of 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 or contact me directly at (312) 996-4594.