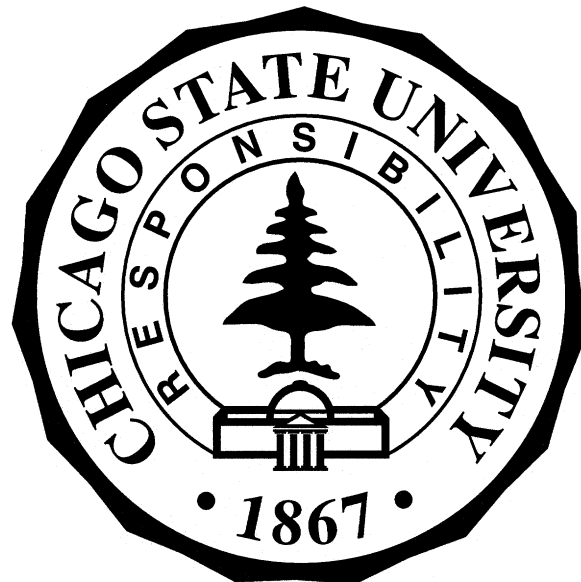




2012 Spring Commencement Bulletin

Updates will be added to this bulletin as information becomes available.

Please review all information thoroughly as strict adherence will be enforced.





Congratulations on completing the requirements to receive your higher education diploma from Chicago State University! The entire Chicago State family is excited to celebrate your accomplishments with you!

The graduation ceremony is an important event. As you prepare to move forward as professionals in your chosen area of study we wish to ensure that your graduation ceremony is a memorable commencement celebration.

This bulletin contains all of the information you will need in order to participate in the convocation and commencement ceremonies. Please, carefully read all of the information provided.

You must follow these directions and adhere to the established deadlines in order to avoid any problems with your participation in the convocation and commencement ceremonies.

GRADUATION ELIGIBILITY

Only students that meet all academic requirements for graduation as of spring 2012 are eligible to participate in the spring 2012 graduation ceremony.

The deadline for all undergraduate and graduate applications for graduation to be submitted to Academic Advisors was February 16, 2012.

http://www.csu.edu/academicevaluation/documents/GraduationApplication1112_002.pdf

The deadline to pay all outstanding financial obligations to the University is March 29, 2012.

Delayed payment of financial obligations including graduation fees or delayed filing of your graduation application may result in your name not being included in the graduation program book.

Your Commencement Date

Thursday, May 17, 2012

11 a.m.

Emil and Patricia A. Jones Convocation Center

Chicago State University

9501 S. King Drive

Chicago, Ill. 60628

Please plan to arrive no later than 9:30 am. Timeliness is critical in order for you to have an opportunity to march in with your College.



SPECIAL NOTE: The processional into the ceremony will begin promptly at 10:45 am. If you arrive late you will not be allowed to sit with your College and may not be permitted to enter the floor.

Your Graduation Celebration Reception

Saturday, April 28, 2012

5 pm – 7:30 pm

**Chicago State University
Jones Convocation Center**

PREPARING TO GRADUATE

Graduates may now use online ordering to purchase all Commencement Regalia!! Online orders may be placed at:

www.herffjones.com/college/chicagostate

For questions or support with your online ordering please contact our Herff Jones Representative Ms. Helen Ledonne at helen.ledonne@gmail.com

Spring 2012 Commencement Countdown

**ALL STUDENTS WHO PLAN TO PARTICIPATE IN THE MAY
COMMENCEMENT CEREMONY YOU MUST ATTEND THE
COMMENCEMENT COUNTDOWN!**

The Countdown will be held:

Wednesday, April 25th, 2012

10 am – 5 pm

Thursday, April 26, 2012

Noon – 7 pm

Jones Convocation Center

and

Saturday, April 28th, 2012

10 am – 4pm

Cordell Reed Student Union Rotunda and Conference Rooms A- B-C

All Graduates are required to attend Countdown on one of the dates being offered even if you have placed your order for regalia online. Countdown is your only opportunity to pick-up your commencement regalia and tickets. The cap and gown company will be onsite to service you during Countdown. Please note that the Commencement Chairperson does not have the ability or resources to provide you with caps, gowns, etc.

Your 2012 Commencement Countdown provides graduating students with all materials and information required to participate in the commencement ceremony.



There will be no additional opportunities offered to pick-up your graduation ceremony regalia, ceremony line-up cards, or Commencement tickets. It is mandatory that you attend Commencement Countdown in order to pick-up ordered caps and gowns, purchase regalia, and to obtain your graduation ceremony packet including line-up cards and other materials.

The 2012 Commencement Countdown is also designed to handle Exit Interviews for all graduating students. If at any time you have ever received any type of guaranteed student loan through the University, you must attend an Exit Interview prior to graduating. Please contact the Office of Financial Aid if you have any questions about this requirement. *See Important Phone Numbers listed on the back page of this bulletin.*

Please ensure that you have paid all outstanding financial obligations to the university by the deadline date if you wish to participate in the commencement ceremony. If you think you are delinquent in any manner, see *Important Phone Numbers listed on the back page of this bulletin.*

It is highly encouraged that you review your graduation status with your Advisor prior to countdown to avoid potential delay to your graduation process. Your Advisor will guide you through the graduation process. **The Commencement Chairperson is unable to advise or confirm your graduation status.**

At the 2012 Commencement Countdown, you can also:

- receive your graduation information packet
- pay for and pickup your cap and gown
- order personalized announcements, class rings, diploma frames, etc.
- sit for cap and gown graduation portraits
- shop for CSU memorabilia from Follett's Bookstore
- place advance order for DVD or video of commencement ceremony
- receive your complimentary alumni membership
- express your disability related needs
- enter a raffle to win exciting prizes, i.e., class ring, diploma frames, personalized commencement announcements, cap and gown portraits, and much, much more!

When will I hear about my graduation status?

Undergraduate and graduate applicants will be notified by letter approximately three weeks after the graduation application deadline informing them whether or not they have deficiencies that will prevent them from graduating. Students should notify the Office of Evaluations and Advisement if you have not received notice of acceptance of your graduation application prior to the beginning of Commencement Countdown. Please note that other than this notification all other Commencement updates will be provided will be done via email or the Commencement website updates. **It is critical that your current mailing address and email contact information is on file with the university.** This is



your responsibility. *See Important Phone Numbers listed on the back page of this bulletin.*

I completed my diploma requirements during the intersession how can I participate in the May ceremony?

If you completed the requirements for your degree during winter intersession, and wish to participate in the May ceremony your information must be on file with the Office of Evaluations and Advisement. Additionally, you may send a copy of your letter certifying that you have completed the graduation criteria to the Commencement Committee Co-chair Ms. Gail Cannon at gcannon@csu.edu. Ms. Cannon will send you an email confirming that we have received your request to participate in the May ceremony.

Your graduation fee as well as commencement regalia fee must be paid in order to participate in the ceremony. If you have not received a letter confirming your graduate status you must contact the Office of Evaluations and Advisement to receive written confirmation of status.

What if I fail a course required to graduate?

If you fail a course required for you to graduate, your transcripts will not reflect graduation for May 2012, and you will not receive a diploma for May 2012. Remember to re-apply for the official posting of your graduation in the term for which you plan to complete requirements.

What fees are associated with graduation?

Please note that effective January 1, 2012 there was an increase in some University fees.

- Undergraduate Graduation Application Fee: \$50.00 covers the cost of assessing undergraduate student records for eligibility to graduate.
- Graduate Graduation Application Fee: \$50.00 covers the cost of assessing graduate student records for eligibility to graduate.
- Undergraduate Cap and Gown Fee: \$40.00 covers the cost of providing caps and gowns for undergraduate commencement students.
- Graduate Cap and Gown Fee: \$65.00 covers the cost of providing caps and gowns for graduate commencement students
- Undergraduate Commencement Fee: \$35.00 covers the cost of undergraduate student participation in commencement exercises.
- Graduate Commencement Fee: \$35.00 covers the cost of graduate student participation in commencement exercises.



How do I order my cap and gown?

Chicago State University is committed to sustainability of our natural resources. Our graduates will wear caps and gowns made from recycled material. Herff Jones Cap and Gown Company is the provider of the Chicago State University Commencement regalia.

GREAT NEWS!!!!

You now have the ability to purchase your cap and gown online. This option is available until March 23, 2012. The ordering website will shut-down at exactly 11:59 p.m.

This cut-off time is necessary in order to allow the distribution center time to package the Chicago State Commencement regalia for shipping. All regalia must be picked-up during Commencement Countdown.

www.herffjones.com/college/chicagostate

For questions or support please contact our Herff Jones Representative.

helen.ledonne@gmail.com

Students who plan to participate in the commencement ceremony must attend the 2012 Commencement Countdown to pick-up or purchase your cap & gown. When you present your receipt to the Herff Jones staff you will be given your cap & gown. Cashiers will be available all days of our Countdown.

It is critical that you bring your academic regalia including cap, gown, & line-up card with you to commencement. You will be charged again if a replacement is required.

What forms of payment may I use to pay for my cap and gown?

Payments can be made at the Chicago State University Cashier's office in cash, by check or with Visa, MasterCard and Discover credit cards.

When can I pickup my cap and gown?

Wednesday, April 25th, 2012

10 am – 5 pm

Thursday, April 26, 2012

Noon – 7 pm

Jones Convocation Center

and

Saturday, April 28th, 2012

10 am – 4pm

Cordell Reed Student Union Rotunda and Conference Rooms A- B-C



You must present your receipt reflecting purchase to receive your regalia! Please be aware that your gown will be folded and may require steaming prior to wearing (do not iron).

FREQUENTLY ASKED QUESTIONS

What if I miss Commencement Countdown?

It is critical that you take the time to attend Commencement Countdown. Commencement Countdown is the designated time for you to pick-up your cap, gown, graduation tickets, and line-up card. There will not be any other opportunity to receive Commencement cap, gown, or tickets prior to the day of Commencement.

This event is scheduled with staggering hours over a three day period to allow for your varying schedules and availability. Herff Jones, the cap & gown company is on-site during this time to ensure that you are properly fitted with your regalia. **The Commencement Chairperson is unable to supply or fit you for regalia.** We do not have the resources to distribute Commencement tickets at any time other than Countdown.

How do I get tickets for the commencement ceremony/ how many will I receive?

Tickets are distributed at the Commencement Countdown. *The number of guest tickets that each graduate receives is contingent upon the arena seating capacity and the number of students marching.* **Each graduate will receive the maximum number of tickets available. (9 per graduate)** Tickets will be issued to only those students who have purchased a cap and gown to participate in the ceremony.

All guests, including children, must have a ticket. No Exceptions!

- Admission to the Commencement ceremony is by ticket only
- Lost tickets will not be replaced
- No extra tickets are available beyond the nine being given to each graduate
- **There will be no tickets available on Commencement Day.**

What is university sanctioned regalia/ why am I not allowed to wear my sorority, fraternity kente clothe, or other non-academic regalia during the graduation ceremony?

Chicago State University is proud of our graduates and the traditions that represent the academic success of our students. We want all of our students to reflect the accomplishments of their academic efforts as they graduate from our historic institution.

University sanctioned regalia is bestowed by your college for academic accomplishments within your area of study. This includes honors cords and medallions from your college.



Fraternal organizations have a great tradition of their own. However, fraternal regalia do not represent academic accomplishments, but organizational affiliation. You may wear this affiliation regalia in your personal commencement photos if you wish.

In addition to the cap, gown, and tassel your commencement regalia will include a Stole of Gratitude that represents the Chicago State University pride by displaying the Presidential Seal of our institution. This stole is considered academic regalia.

What if I have disability related needs?

You may indicate your disability-related needs by stopping by the Abilities Office table at the 2012 Commencement Countdown. In addition, you may contact the Abilities Office of Disabled Student Services at (773) 995-4401, or visit the office located in the Cordell Reed Student Union, Room 190, prior to Commencement day.

How will my name and degree be listed in the program book?

Your name and degree in the graduation program book is a direct reflection of the university records. It is highly encouraged that you review your personal data with your Advisor during the review of your graduation status. We cannot alter your name or degree to reflect anything other than what is in our database.

Who is recognized with honors?

Honors' recognition is given only to undergraduate students. These students must have achieved excellence in their academic work and have satisfied the university's general education requirements.

How do I graduate with honors?

At CSU, three levels of honors are noted during commencement:

- Summa Cum Laude: 3.95 – 4.00
- Magna Cum Laude: 3.80 – 3.94
- Cum Laude: 3.50 – 3.79

Honors are based on a student's GPA (as noted above) for courses taken at CSU. A student must complete all university graduation requirements, (*refer to page 53 in the current catalog*), to graduate with honors. May 2012 candidates must have a cumulative GPA of at least 3.50 at the beginning of the spring semester to receive an honor medallion at the commencement ceremony. If the final term's grades alter the student's standing, the correct honor will be noted on the diploma and transcript. Please note that only courses completed at CSU are used to determine honors, as well as the GPA. Students can review their GPA by going to CSU X-Press.

How are honors students recognized?

Students who graduate with honors are recognized as such in the commencement program, on their diplomas and on their transcripts. The dean will also announce



students' honor status when he/she announces the students' name to receive their diploma covers at the commencement ceremony.

When and where do I get my diploma?

Diplomas will not be distributed at the commencement ceremony. The Office of Evaluations and Advisement will send notification when the diplomas are ready for distribution. If a student wishes to have his or her diploma mailed, they must notify the Office of Evaluations and Advisement in writing and enclose a check or money order for \$8.00 to cover the required certified mail service. *See Important Phone Numbers listed on the back page of this bulletin.*

Are balloons allowed inside the Emil & Patricia A. Jones Convocation Center?

Balloons are strictly prohibited inside the Convocation Center.

Is there a charge to park on campus on Commencement Day?

Campus parking is free on Commencement Day.

When will Commencement DVDs be available for purchase?

Generally, these DVDs are available 2-3 weeks after the ceremony. Please contact Media Services for additional information. (See important numbers at the end of this document)

Are the pictures taken with the President being sold?

Yes, graduates are able to order these photos from Grad Images the Commencement photography company.

COMMENCEMENT DECORUM

The conferring of an academic degree is a tradition that dates back to the 12th century and is regarded as an important rite of passage for students and families. While commencement is a time for celebration, please remember this long and respected tradition and approach the ceremony with the proper decorum and respect.

SUGGESTED ATTIRE

You must bring your Commencement regalia and line-up card with you on Commencement Day! If you do not have your cap or gown you will be required to purchase a new one in order to participate in the ceremony. If you do not have the line-up that was provided to you at Commencement Countdown please immediately notify your Faculty Marshall for a replacement.

During the commencement ceremony graduates are only allowed to wear university sanctioned regalia that is reflective of academic accomplishment. Sorority, fraternity,



social affiliation, and all other non-academic regalia are not allowed. Please note the following recommendations for commencement day attire.

For Women

- Dark dress or pants, cool fabric
- Dark low heel or flat shoes
- No high collars or bows at the neck
- No sandals
- No corsages or jewelry on the robe
- No White tennis shoes
- No sandals
- No high heels

For Men

- Dark trousers, white shirts, tie is optional
- Dark Shoes and socks
- No white tennis shoes
- No boutonnieres or jewelry on the robe

COMMENCEMENT ETIQUETTE

All Graduates are expected to arrive no later than 9:30 a.m. It is critical that you arrive to the ceremony on-time so that you are able to line-up and enter the ceremony with your College. Graduates that arrive after the processional has begun will be added to the end of the Processional line, and may not be able to sit with their college. This will result in their name being called outside of the order of the program book.

All graduates are expected to attend the entire ceremony, and to participate in both the processional and recessional. All graduates shall remain seated for the entire ceremony. Our Commencement Marshals will strictly enforce this expectation.

Commencement is both a joyful occasion and a solemn event. Graduates are requested to advise their family and friends to express their excitement in ways that will not prevent others from hearing the speaker, and enjoying the ceremony. Graduates are not to display inappropriate or exaggerated behavior as participants in the ceremony.

Graduates are not to stop to take photos (unless directed by the University Photographer) during the Commencement ceremony. This causes disruption to the flow of the ceremony and is disrespectful to your fellow graduates marching behind you.

Families are restricted from the Commencement floor. If someone wishes to take a graduate's photo as they approach or exit the stage they will be restricted from being on the floor, or blocking the flow of graduates. This is a safety hazard as well as a disruption to the ceremony and will be strictly enforced.

All cellular phones should be turned to silent mode to ensure that all guests can hear and enjoy the commencement ceremony.



Graduates are asked not to use their cell phone once they have marched into the arena.

Alcohol and other illegal substances are not permitted on the Chicago State University campus. Security will be present to remove anyone that is identified to have alcohol/illegal substances and will prohibit those from marching that may already be under the influence.

ORDER OF THE COMMENCEMENT PROGRAM

Faculty Marshalls and Graduates are to line up in the order of the Processional with their College. Once in their respective college's staging area graduates are to line-up based on their line-up number. The line-up number is assigned and given to the graduate during Commencement Countdown when they receive their cap and gown. **Please note: The names of Graduates that do not bring their original line-up card will not be called following the order of the written Commencement program.** The Faculty Marshalls will lead the graduates of their respective college into the ceremony as directed by the Grand Marshall. **Graduates that arrive after the processional has begun will be added to the end of the Processional line, and may not be able to sit with their college.**

Commencement begins with the academic procession. The audience is asked to rise and to remain standing as the procession enters the arena until the platform party has taken its place, the time for reflection has been allowed, and the hymns have been sung.

Male graduates should remove mortar boards during posting of colors and National Anthem. Attendees will be directed to sit at the conclusion of the singing of the hymns.

Commencement closes with the recessional. **All graduates are expected to participate in both the processional and the recessional. Please do not leave the Commencement floor prior to the end of the ceremony.**

We make every attempt to keep the ceremony to a reasonable length. However, we recommend any plans for post-ceremony celebrations are made to begin after 3pm to allow for travel time.

After the singing of the CSU Alma Mater and the closing the audience will be asked to take their seats and to remain seated for the retrieval of colors and the recessional of the platform party, faculty, and graduates.

HOW TO WEAR YOUR TASSEL

Traditionally, the moving of the tassel at graduation is called, "turning the tassel" or "the turning of the tassel ceremony." It symbolizes one's transition from candidate to graduate.



Standard protocol in the US dictates that the tassel be worn on the right side of one's mortarboard at commencement and then, during the ceremony the tassel is moved or turned to the left side. Teachers and administrators at commencement place their tassels on the left.

Participation in the commencement ceremony is NOT an official indication that you have graduated.

If you have outstanding financial obligations to the university you will not receive your diploma.

If you are missing the required number of credits due to failing or dropping a course you will not receive your diploma.

May 2012 COMMENCEMENT IMPORTANT DATES

February 16, 2012	Graduation applications due to the Office of Evaluations and Advisement.
Through Friday, March 23, 2012 (website will close at 11:59 pm on this date)	Graduates may now use online ordering to purchase all Commencement Regalia www.herffjones.com/college/chicagostate For questions or support please contact our Herff Jones Representative. helen.ledonne@gmail.com
Thursday, March 29, 2012	Deadline for all outstanding university financial obligations to be settled including graduation fee.
Wednesday, April 25, 2012 10 am – 5 pm	Commencement Countdown and Cap & Gown Pickup in the Jones Convocation Center.
Thursday, April 26, 2012 Noon – 7 pm	On these dates commencement regalia should be picked up that was ordered online or may be purchased. Graduation photos will be taken. Graduates may also order rings, announcements, etc.
Saturday, April 28, 2012 10 am – 4pm	Cordell Reed Student Union Rotunda and Conference Rooms A - C
Saturday, April 28, 2012 5 pm – 7:30 pm	Graduation Celebration Chicago State University Jones Convocation Center



Thursday, May 17, 2012
11 am

May 2012 Commencement Ceremony
Emil and Patricia A. Jones
Convocation Center
Chicago State University
9501 S. King Dr.
Chicago, IL 60628

Who do I call if I have questions regarding Commencement?

If you have general questions about procedures or the commencement ceremony all information may be obtained by thoroughly reading this bulletin.

The Commencement Chairperson is unable to answer any questions regarding your graduation status. These questions must be presented to your Advisor, or the Office of Evaluations and Advisement.

Commencement Website: www.csu.edu/commencement



Important Phone Numbers

Office/Department	Phone Number	Location
Abilities Office	(773) 995-4401	CRSU 190
Alumni Affairs	(773) 995-2050	CRSU 160
Bursar	(773) 995-3555	ADM 213
Career Development	(773) 995-2327	CRSU 180
Cashier	(773) 995-2029	ADM 211
Grad Images Photographers	1-800-261-2576 service@gradimages.com	Off-Site
Examinations	(773) 995-2481	ADM 126
Evaluations and Advisement	(773) 995-2520	ADM 128
Financial Aid	(773) 995-2304	ADM 207
Follett's Book Store	(773) 995-2323	BHS 102
Graduate School	(773) 995-2404	LIB 428
Library Services & Instruction	(773) 995-2246	LIB 3 rd Floor
Herff Jones (Cap & Gown, class rings, announcements) http://colleges.herffjones.com/college/chicagostate/	Pick up/ make payment during Commencement Countdown	Off-Site
Media Productions (DVD & VHS)	(773) 995-3851	Cashiers
University Parking	(773) 995-2141	O&M
Registrar	(773) 995-2522	ADM 128
Student Activities Center	(773) 995-2300	CRSU 260
Transcripts	(773) 995-2461	ADM 128

Chicago State University
 2012 May Commencement Committee
 9501 South King Dr., JCC 4404
 Chicago, IL 60628
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