



# Fall 2017 Commencement Bulletin

Please note that all information regarding Commencement may be obtained by thoroughly reading this bulletin. Please review all information thoroughly as strict adherence will be enforced. Updates will be added to this bulletin as information becomes available.

Log on to the Commencement Website at: [www.csu.edu/commencement](http://www.csu.edu/commencement).

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## OVERVIEW

Congratulations on completing the requirements to receive your higher education degree from Chicago State University! The graduation ceremony is an important event. As you move forward as professionals in your chosen area of study we wish to ensure that your graduation ceremony is a memorable celebration.

This bulletin contains all of the information you will need in order to prepare for and participate in the Commencement Ceremony. Please, carefully read all of the information provided and pay attention to the special notes. You must follow these directions and adhere to the established deadlines in order to avoid any problems with your participation in the Commencement activities.

## GRADUATION ELIGIBILITY

Graduation applications and gapp forms for **graduate students** planning for fall 2017 degree conferment and participation in the December 2017 Commencement Ceremony must be received by the Graduate Evaluations team **by September, 2017**.

Graduation applications for **undergraduate** students planning for fall 2017 degree conferment and participation in the December 2017 Commencement Ceremony must be approved by your Advisor and be received by the Office of Evaluations **by October 27, 2017**. Only students that meet all academic requirements for graduation as of spring 2017 are eligible to participate in the December 2017 graduation ceremony. For more information please log on to:

## GRADUATION APPLICATION PROCESS

### UNDERGRADUATE CANDIDATES

<http://www.csu.edu/academicvaluation/>

[http://www.csu.edu/academicvaluation/documents/GraduationApplication1112\\_001.unlocked.pdf](http://www.csu.edu/academicvaluation/documents/GraduationApplication1112_001.unlocked.pdf)

### GRADUATE CANDIDATES

<http://www.csu.edu/GraduateAdmissions/admissions/documents/graduationapplication.pdf>

It is highly encouraged that you review your graduation status with your Advisor as early as possible to avoid potential delay to your graduation process. Your Advisor will guide you through the graduation process.

### Participation in the Graduation Ceremonies

Students who complete a degree in the spring 2017 semester should submit a graduation application by the published deadline date for participation in the spring 2017 Commencement Ceremony. Students who do not submit a graduation application by the published deadline date for participation will not be allowed to participate in the Commencement during that semester. These students will have to participate in the Commencement held in the following semester.

## Steps for Completion of the Graduation Application

1. Meet with your **Faculty Advisor(s)** to approve your application(s) and obtain the appropriate signatures. Your advisor(s) will review your academic records to **confirm degree requirements** and provide substitution form(s) for any substitution course(s). Please give your advisor(s) one week to check for approval.
2. After you receive your application(s) from your Faculty Advisor(s), take to the **Bursar's Office, ADM 212** for the **appropriate signature**. Any outstanding balances owed to the University must be paid in full before your application can be accepted.
3. **Pay the \$50.00 fee** (per application) at the **Cashier's Office, ADM 211**. Illinois Veteran Grant recipients should go to the Office of Veterans Affairs, ADM 207 for a graduation fee waiver. All other students that have subsidized fee payment should see their Advisor and the Bursar to ensure that all appropriate paperwork is filed by the deadline date.
4. After the above steps have been completed, submit your application(s) and your receipt from the Cashier's or Veteran Affairs Office to the **Office of Academic Evaluations & Advisement, ADM 128**.

Advisor  $\implies$  Bursar  $\implies$  Cashier  $\implies$  Office of Evaluations

Your application will always be accepted by the Office of Academic Evaluations & Advisement. However, if you have indicated a semester for which the deadline for participation has passed your application will automatically be reviewed for the following semester. If a semester is not indicated, your application will be reviewed for the nearest semester in which the deadline has not passed. **In order to participate in the May 2017 Commencement Ceremony your Advisor approved graduation application must be received by the Office of Evaluations by the appropriate deadline date. (Graduate students September, 2017 and undergraduate students October 27, 2017)**

**Reapplying-** If degree requirements are not satisfied in the semester anticipated, the student must complete another graduation application for the expected semester in which all degree requirements will be completed. It is your responsibility to notify us of changes that may occur that would change the outcome of your application. *There is no additional fee for re-applying.*

### Diplomas

Diplomas are ordered three times a year: May, August, and December. The date of the diploma reflects the semester for which all degree requirements were completed. Diplomas are available approximately 2 months following the semester in which you graduated. It is critical that you maintain the email address assigned to you by the University. Graduates will be notified via their CSU email when diplomas are available for pickup.

All financial obligations to the University must be settled before a diploma will be issued. Please ensure that you have paid all outstanding financial obligations to the University, including the graduation application and participation fees, 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.*

**SPECIAL NOTE:** Delayed payment of financial obligations including graduation application and participation fees, or filing of your graduation application after the deadline date may result in your name not being included in the graduation program book.

## ORDERING COMMENCEMENT REGALIA

All regalia for the December 2017 Commencement must be ordered online directly from the regalia company Herff Jones.

[www.herffjones.com/college/chicagostate](http://www.herffjones.com/college/chicagostate)

For your convenience the **online ordering site will only be available until November 4, 2017**. No regalia will be available for online purchase after the online ordering deadline date. All regalia ordered online will be pre-packaged and should be picked up during Commencement Countdown. After November 4, 2017 you may purchase caps and gowns from the CSU Bookstore. **Please note that the Bookstore pricing is higher than the online price.**

In order to pick up regalia ordered online you may be asked to present your receipt or ID to the Herff Jones Rep at Commencement Countdown. If you ordered the incorrect regalia or you have ordered the wrong size the rep. will make every attempt to arrange for exchange to ensure that you are properly fitted. However, it is possible that you will need to purchase these replacements at the CSU Bookstore.

## COMMENCEMENT COUNTDOWN

**All graduating students who plan to participate in the Commencement Ceremony must attend Commencement Countdown on one of the following dates:**

Event: **Commencement Countdown**  
Date: **Wednesday, November 15, 2017**  
Time: **10 a.m. - 5 p.m.**  
Location: **Cordell Reed Student Union, Cougar Cove**

Event: **Commencement Countdown**  
Date: **Thursday, November 16, 2017**  
Time: **Noon - 7 p.m.**  
Location: **Cordell Reed Student Union, Cougar Cove**

### **FINAL DATE**

Event: **Commencement Countdown**  
Date: **Saturday, November 18, 2017**  
Time: **10 a.m. - 4 p. m.**  
Location: **Cordell Reed Student Union, Cougar Cove**

Commencement Countdown is your opportunity to receive all materials and information required to participate in the Commencement Ceremony. The Commencement Countdown is also designed to allow completion of University exit interviews for graduating students. If at any time you have ever received any type of guaranteed student loan, you must complete an exit interview prior to graduating. <https://studentloans.gov/myDirectLoan/index.action>. 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.*

**Additional services offered during Commencement Countdown include:**

- Settle outstanding University financial obligations
- Complete your Financial Aid exit interview
- Receive your graduation information packet including ceremony line-up card
- Receive your Commencement tickets
- Pick up your cap and gown
- Order personalized announcements, class rings, degree frames, etc.
- Take cap and gown graduation portraits
- Purchase CSU memorabilia
- Place advance order for DVD of Commencement Ceremony
- Receive your complimentary alumni membership
- Receive valuable career coaching
- Sign up to receive updates from the CSU Career Development Center
- Express your disability related needs
- Enter a raffle to win exciting prizes, i.e., class ring, degree frames, personalized announcements, cap and gown portraits, and much, much more!

**Commencement Countdown is your only opportunity to pick up your Commencement regalia, lineup card, and Commencement tickets.**

## COMMENCEMENT CEREMONY

### The 361<sup>st</sup> Commencement Ceremony

Date: **Thursday, December 14, 2017**

Participant Arrival: **9:30am**

Participant Check in: **Jones Convocation Center, main lobby**

Processional: **10:45am**

Location: **Chicago State University, 9501 South King Drive, Jones Convocation Center, Chicago, IL 60628**

Graduates must plan to arrive at the Jones Convocation Center no later than 9:30 am. Timeliness is critical in order for you to have an opportunity to march in with your College. It is critical that you bring your academic regalia including cap, gown, and line-up card with you to Commencement. You will be charged again if a replacement is required.

**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. Please follow the direction of the faculty marshals for the calling of graduate names.

## THE ORDER OF COMMENCEMENT PROGRAM

Faculty Marshals and graduates are to line up in the order of the processional with their College. Your Faculty Marshals are identified by the flag of your college and their gold stoles. Once in their respective college's staging area, graduates are to line up based on their line-up number which is noted on the card that was given to the graduate during Commencement Countdown. The Faculty Marshals will lead the graduates of their respective College into the ceremony as directed by the Grand Marshal.

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.

Graduates are to rise as directed when their college is called. The faculty marshals will lead you to the stage. Once you have returned to your seat you should remain standing until directed to be seated. Please do not stop to take pictures while approaching the stage or as you return to your seat. This action is disruptive to the flow of the line.

Commencement closes with the recessional. After the singing of the CSU Alma Mater and the closing words, 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. All graduates are expected to participate in both the processional and the recessional. **Graduates may not leave the Commencement floor prior to the end of the ceremony.**

**SPECIAL NOTE:** Every attempt is made to keep the ceremony to a reasonable length. However, we recommend any plans for post-ceremony celebrations are made to begin after 3 p.m. to allow for travel time.

## COMMENCEMENT DECORUM & ETIQUETTE

The conferring of an academic degree is a tradition that dates back to the 12<sup>th</sup> 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 for you, fellow graduates and all guests.

**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 from the CSU Bookstore in order to participate in the ceremony. If you do not have the line-up card that was provided to you at Commencement Countdown please immediately notify your Faculty Marshal.

**Please consider your attire** and that you will have on an additional layer with the gown. Also note there will be changes in floor level and stairs to navigate. Please note the attire recommendations listed below. Some items are included to ensure your safety:

### **For Women**

Dark dress skirt or pants, breathable fabric  
Dark shoes low heel or flat  
No high collars or bows at the neck  
No sandals, No high heels  
No white athletic shoes  
No corsages or jewelry on the robe  
Graduates should not carry large bags/ purses

### **For Men**

Dark trousers, white shirts, tie is optional, breathable fabric  
Dark Shoes and socks  
No white athletic shoes, No sandals  
No boutonnieres or jewelry on robe



**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 will 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.

**Graduates are not to display inappropriate or exaggerated behavior.** 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 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.** We will not allow access to the Commencement floor by anyone other than participants in the ceremony. Guests are not to block stairs or exit ways or congregate towards the back of the commencement floor. 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 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.

**SPECIAL 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. Graduates that arrive after the processional has begun will be added to the end of the Processional line, and will not be able to sit with their college.

## **WEARING COMMENCEMENT REGALIA**

It is critical that you bring your cap, gown, and line-up card with you to Commencement. You will be charged again if a replacement is required. Please be aware that your gown will be folded and may require steaming prior to wearing (do not iron).

**Wearing your cap, tassel and gown is a long standing tradition.** 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.

## **GUEST SERVICES ON COMMENCEMENT DAY**

We strongly encourage all guests and graduates that require special accommodations to arrive early so that they are properly accommodated. We encourage those that require accessible seating to arrive early as this seating is limited within the arena. We will offer limited designated accessible parking for those that require such accommodations. Please be mindful that these spaces should be left for use for the elderly and those with limitations.

We have a limited number of wheelchairs available for those that may need the use of these accommodations. However, for liability reasons we cannot allow our staff to transport persons that may need the use of these accommodations. Guests should receive assistance from their escort/ companion. In order to borrow our wheelchairs a State ID must be provided. This identification card will be held until the wheelchair is returned to the Abilities station which will be located in the main lobby of the Convocation Center.

Unfortunately, we are only able to provide coat-check services for our graduates and those participating in the Commencement program. Graduates should not leave valuables with their coats. The coat check station will not accept responsibility for purses, phones, etc. Immediately following the Ceremony graduates will be led by the faculty marshals to the New Alumni Reception. The reception will be held on the lawn between the Jacoby Dickens building and the Convocation Center. If you must retrieve your coat prior to exiting the Convocation Center please do so quickly to limit disruption to the flow of the Recessional. Family members and guests will be directed to meet graduates at the New Alumni Reception. No one will be allowed to linger in the Convocation Center after the ceremony. Graduates should make appropriate arrangements to meet their party prior to the ceremony.

## FREQUENTLY ASKED QUESTIONS

**The University will only use your CSU email address to contact you regarding university business.** It is your responsibility to regularly check your CSU email account for information regarding your graduation status and Commencement related activities. Your CSU email address will be maintained up to 12 months after your graduation date.

### **When will I hear about my graduation status?**

Undergraduate and graduate applicants will be notified by emailed letter approximately three weeks after the graduation application is submitted to the Office of Evaluations if their application has been approved, or if they have deficiencies that will prevent them from degree conferral. Students should notify the Office of Evaluations if you have not received notice of acceptance of your graduation application prior to the first day of Commencement Countdown. If you do not meet all criteria for degree conferral you will receive a letter of deficiency. Please note that this communication is sent via your CSU email account.

### **What if I fail a course required to graduate?**

If you fail a course required for you to graduate, your transcript will not show a December 2017 graduation date, and you will not receive a degree for December 2017. You will need to reapply for the official posting of your degree conferral in the term for which you plan to complete all requirements.

**All Commencement related fees must be paid in order to participate in the ceremony.** You are expected to ensure that all of your university fees are paid prior to your graduation. Any unpaid fees will result in your diploma being held by the University.

### **What fees are associated with graduation?**

There are fees associated with graduation even if you choose not to participate in the Commencement Ceremony. Please note the following:

- Graduation Application Fee: \$50.00 **all graduates must pay this mandatory fee**  
*Fee covers the cost of assessing student records for eligibility to graduate.*
- Graduation Participation Fee: \$35.00  
*Fee covers the cost of participation in Commencement related activities including Commencement Countdown, the Graduate Reception, and Commencement Ceremony.*
- Undergraduate Cap and Gown Fee: \$40.00 (online pricing)  
*Fee covers the cost of Bachelor Commencement regalia*
- Graduate Cap and Gown Fee: \$65.00 (online pricing)  
*Fee covers the cost of Master Commencement regalia*

**NOTE:** *University fees are subject to change with Board of Trustee approval.*

### **How do I order my cap and gown?**

Commencement regalia should be ordered via the online site. ***The online ordering website is: [www.herffjones.com/college/chicagostate](http://www.herffjones.com/college/chicagostate). This site will be open for online orders until November 4, 2017.*** Regalia ordered online will be packaged especially for you, and must be picked up during Commencement Countdown. In order to save time please pay any outstanding university fees at the CSU Cashier office before Countdown. Bring your receipts with you to expedite your pick up of regalia and Commencement tickets.

After November 4, 2017 you will need to purchase your cap and gown from the CSU Bookstore (Follett's). **Bookstore pricing is higher than the online price.**

**It is critical that you bring your academic regalia including cap, gown, and line-up card with you on Commencement Day. Any replacement items must be purchased at the CSU Bookstore and will be charged at the bookstore price.**

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

Until November 4, 2017 payments can be made online directly to Herff Jones, the cap & gown company. All major credit cards are accepted. After March 24, 2017 you must purchase your cap and gown/ Commencement regalia at the CSU Bookstore. **Bookstore pricing is higher than the online price.**

#### **When can I pick up my cap and gown?**

All preordered regalia will be available and tagged for pickup during Commencement Countdown. If you purchase regalia at the CSU Bookstore the bookstore will fulfill your order.

#### **How can I expedite my Commencement Countdown?**

You may reduce the time required during Commencement Countdown by completing the Federal Financial Aid Exit Survey prior to attending. Go online to complete the survey:

<https://studentloans.gov/myDirectLoan/index.action>

#### **What if I miss Commencement Countdown?**

**Attendance at one of the Commencement Countdown dates is mandatory if you plan to participate in the Commencement Ceremony.** Commencement Countdown is the designated time for you to pick-up your cap, gown, graduation tickets, and line-up card. Countdown is scheduled over a three-day period with staggering hours to accommodate the varied schedules and availability of our graduates.

During Countdown Herff Jones will be on site during to ensure that you are properly fitted with your regalia. Please note that the cashier/ Commencement Committee cannot address inaccurate regalia orders. If you order the wrong size or are missing regalia items you may need to purchase these replacements from the CSU Bookstore.

After Countdown has ended any graduation packages that were not picked up will be available at the CSU cashier office during normal business hours.

#### **How do I get tickets for the Commencement Ceremony? How many will I receive?**

Ceremony tickets are distributed during the Commencement Countdown. The number of guest tickets that each graduate receives is contingent upon the arena seating capacity and the number of students participating in the ceremony. Each graduate will receive the maximum number of tickets available. Tickets will be issued to only those graduates who have paid the Commencement Participation Fee. **The number of tickets that will be given for the fall 2017 Commencement Ceremony will be announced by November 15, 2017.** Check the Commencement website for this update.

All guests, including children over the age of 2, 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 allotted number being given to each graduate
- **There will be no tickets available on Commencement Day.**

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. 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.

Fraternal organizations have a great tradition of their own. Only Fraternal regalia that have been approved by the Department of Student Affairs may be worn on Commencement Day.

**What if I have disability related needs?**

Stop by the Abilities Office table at the 2017 Commencement Countdown to advise us of your accommodation needs. 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?**

The listing of 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. Any corrections must be completed prior to submission of your graduation application. We cannot alter your name or degree to reflect anything other than what is in the University database.

**Who is recognized with Latin Honors?**

Latin Honors' recognition is generally given to undergraduate students. These students must have achieved excellence in their academic work and have satisfied the University's general education requirements. Latin honors are based on a student's GPA (as noted below) for courses taken at CSU. The CSU College of Pharmacy also awards Latin honors.

**How do I graduate with Latin 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

**How are Latin Honors students recognized?**

Students who graduate with Latin honors are recognized as such in the Commencement program, on their diplomas and on their transcripts. A student must complete all University graduation requirements to graduate with honors. *(Please refer to the current academic catalog)* May 2015 candidates must have a cumulative GPA of at least 3.50 at the beginning of the spring 2015 semester to receive Latin honors designation, including the honor cord, at the May Commencement Ceremony. If the final term's grades alter the student's standing, the correct distinction will be noted on the diploma and transcript. *Students can review their GPA by going to CSU X-Press.*

**When and where do I get my diploma?**

Diplomas are not distributed at the Commencement Ceremony. The Office of Evaluations and Advisement will send notification via your CSU email account 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 payable to Chicago State University for \$8.00 to cover the required certified mail service. Note: International mailing rates may vary.

**May I postpone participation in the Commencement Ceremony?**

Commencement is a celebratory ceremony that is distinct from the conferral of a degree. To maintain the integrity of our data CSU graduates are expected to participate in the ceremony that is being held in alignment with their degree conferment. However, participation in the ceremony does not mean that the degree has been conferred. If the student has any deficiency at the end of the term the Office of Evaluations will advise of the requirements that must be met for degree conferment. On extremely rare occasions a request for delayed participation in the ceremony may be considered by the Office of Academic Affairs. The request must be made in writing, and should include the reason for the request.

**International students**

If an International student would like to participate in the commencement in the term that follows the term in which their degree is conferred, the student must request the one term delay in commencement participation in writing when the application for graduation is submitted. In addition, to remain in the US for the term following degree conferral, the student must either 1) have applied for OPT (waiting for approval or approved), 2) be seeking another degree, 3) complete a change of status that allows the student to remain in the US. Otherwise, the student must leave the country within 60 days of conferral of the degree.

**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 place your order with the University Cashier Office. You will be contacted when the DVD is ready for pick up. (See important numbers at the end of this document.)

**Who do I contact if I have questions regarding Commencement?** For your convenience we have a

Commencement Hotline email address, [csucommencement@csu.edu](mailto:csucommencement@csu.edu). There is also a phone number (773) 995- 4509. This number is frequently updated to provide current announcements regarding Commencement related activities. All email inquires will be responded to within 48 business hours. Please note that we will make every attempt to provide you feedback via email so that you may have documentation of our response. However, if your inquiry requires a discussion please include your contact number.

## IMPORTANT DATES

September 2017	GRADUATE- Deadline for submitting Advisor approved Graduation Applications to the Office of Evaluations for fall 2017 degree conferment and participation in the December 2017 ceremony.
Friday, October 27, 2017	UNDERGRADUATE-Deadline for submitting Advisor approved Graduation Applications to the Office of Evaluations for fall 2017 degree conferment and participation in the December 2017 ceremony.
Friday, November 4, 2017	<p><b>Deadline to place online orders for Commencement Regalia (caps and gowns).</b>  <a href="http://www.herffjones.com/college/chicagostate">www.herffjones.com/college/chicagostate</a>            After the November 4th deadline the ordering website will close. However, you may purchase regalia at the CSU Bookstore. <b>The Bookstore pricing is higher than the online price.</b></p>
<p>Wednesday November 15, 2017 10 am – 5 pm            Thursday, November 16, 2017 Noon – 7 pm            Saturday, November 18, 2017 10 am – 4pm</p> <p style="text-align: center;"><b>Cordell Reed Student Union, Cougar Cove</b></p> <p><u>Graduates are only required to attend one date of Countdown.</u> Several dates/ times are offered to accommodate varying schedules.</p>	<p><b>Mandatory Commencement Countdown Cap &amp; Gown Pickup</b></p> <p><b>Pick-up regalia that was ordered online.</b>            Graduates may also:</p> <ul style="list-style-type: none"> <li>• Complete Federal financial aid exit survey.</li> <li>• Pay outstanding University fees.</li> <li>• Pickup Commencement tickets.</li> <li>• Sit for graduation photo.</li> <li>• Join the Alumni Association.</li> <li>• Receive career coaching</li> <li>• Sign-up with CSU Career Development Center.</li> </ul> <p>Order class rings, graduation announcements, purchase CSU memorabilia, etc.</p> <p><b>All Graduates that plan to participate in the Commencement Ceremony must attend Countdown.</b></p>
<p><b>Thursday, December 15, 2017 Processional begins promptly at 10:45 am Emil and Patricia A. Jones Convocation Center Chicago State University</b></p>	<p><b>361<sup>st</sup> Commencement Ceremony</b></p>



## IMPORTANT CONTACTS

OFFICE/DEPARTMENT	PHONE NUMBER	LOCATION
<b>Abilities Office</b>	(773) 995-4401	CRSU 190
<b>Alumni Affairs</b>	(773) 995-2050	CRSU 160
<b>Bursar</b> <a href="mailto:bursar@csu.edu">bursar@csu.edu</a>	(773) 995-2470	ADM 213
<b>Career Development</b>	(773) 995-2327	CRSU 180
<b>Cashier</b>	(773) 995-2029	ADM 211
<b>Commencement Hotline</b>	(773) 995-4509	<a href="mailto:csucommencement@csu.edu">csucommencement@csu.edu</a>
<b>Evaluations and Advisement</b>	(773) 995-2520	ADM 128
<b>Examinations</b>	(773) 995-2481	ADM 126
<b>Financial Aid</b>	(773) 995-2304	ADM 207
<b>Follett's Book Store</b>	(773) 995-2323	BHS 102
<b>Grad Images Photographers</b>	(800) 261-2576	<a href="mailto:service@gradimages.com">service@gradimages.com</a>
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