

# CHICAGO STATE UNIVERSITY

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## MEMORANDUM

TO: FACULTY AND ADMINISTRATORS

FROM: 2017 Commencement Committee

DATE: November 1, 2017

RE: PARTICIPATION IN THE DECEMBER 2017 COMMENCEMENT CEREMONY

The most exciting part of a student's college career is the commencement ceremony, and that time is quickly approaching! On behalf of the 2017 graduating classes, we would like to encourage you to participate in the University's 361st Commencement Exercise. Your participation at this celebration will bestow honor and distinction on the ceremony and will be greatly appreciated by our graduates and their guests.

The CSU graduating classes of 2017 will celebrate the completion of their respective degrees in the Emil and Patricia A. Jones Convocation Center. The 2017 Commencement Ceremony will take place at 11:00 a.m. on Thursday, December 14, 2017.

University regalia will be available for loan to faculty and administrators but will be limited to the first 100 requestors. Thus, it is very important to return the request form as soon as possible to ensure we reserve regalia in your name. **Please use the attached reservation form to confirm your participation and/or request the loan of a cap and gown.**

Because seating is limited, we must have your response by 5:00 p.m. **Monday, December 4, 2017. Faculty regalia will be available for pick-up on the day of Commencement, December 14<sup>th</sup>, in the Commencement Command Center, Suite 1101 on the lower level of the Emil and Patricia A. Jones Convocation Center from 9:00 a.m. – 10:00 a.m.**

We look forward to your participation in this important event!

# CHICAGO STATE UNIVERSITY

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## COMMENCEMENT PARTICIPATION AND/ OR CAP AND GOWN REQUEST FORM

### CSU FACULTY

The Chicago State University 2017 Commencement Ceremony will take place at 10:45 a.m. on Thursday, December 14th in the Emil and Patricia A. Jones Convocation Center. Cap and gown must be picked up at the Emil and Patricia A. Jones Convocation Center in the Commencement Command Center, Suite 1101.

Thursday, December 14, 2017 from 9:00 a.m. to 10:00 a.m.

KEEP THIS TOP PORTION FOR FUTURE REFERENCE

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**Please complete the following information before submission.**

Name: \_\_\_\_\_

CSU Department, Division or Office: \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_ I have my own cap and gown. Yes, I will participate in the 361<sup>st</sup> Commencement Ceremony.

\_\_\_\_\_ I do not have my own cap and gown, but plan to participate in the 361<sup>st</sup> Commencement Ceremony. Please reserve the loan of a cap and gown for me as follows:

Gender: M \_\_\_ F \_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Degree Type/ College \_\_\_\_\_ (Used to determine hood and tassel color)

Return to: **Serita Robinson, College of Health Sciences, Dean's Office, BHS 607**

fax to 995-4484 or email [srobin21@csu.edu](mailto:srobin21@csu.edu)

**YOUR REQUEST MUST BE RECEIVED BY 5:00 p.m.  
Monday December 4, 2017**

# CHICAGO STATE UNIVERSITY

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## COMMENCEMENT PARTICIPATION AND/OR

### CAP AND GOWN REQUEST FORM

#### PLATFORM PARTY

The Chicago State University 2017 Commencement Ceremony will take place at 10:45 a.m. on Thursday, December 14, 2017 in the Emil and Patricia A. Jones Convocation Center. Your cap and gown will be available for pick up in the Skybox of the Emil and Patricia A. Jones Convocation Center during the Presidential Breakfast.

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#### MEMBER OF PLATFORM PARTY

Name: \_\_\_\_\_

Department/Affiliation: \_\_\_\_\_ Contact Number \_\_\_\_\_

\_\_\_\_\_ I have my own cap and gown. Yes, I will participate in the 361<sup>st</sup> Commencement Ceremony.

\_\_\_\_\_ I do not have my own cap and gown, but plan to participate in the 361<sup>st</sup> Commencement Ceremony. Please reserve the loan of a cap and gown for me as follows:

Gender: M \_\_\_ F \_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hat Size \_\_\_\_\_

Graduating Institution \_\_\_\_\_

Highest Degree Earned \_\_\_\_\_

Return form to: **Serita Robinson, College of Health Sciences, Dean's Office, BHS 607**  
fax to 995-4484 or email [srobin21@csu.edu](mailto:srobin21@csu.edu)

**DUE TO THE REQUIREMENTS OF THIS SPECIAL ORDER  
YOUR REQUEST MUST BE RECEIVED NO LATER THAN  
5:00 p.m. FRIDAY, NOVEMBER 15, 2017**