

CHICAGO STATE UNIVERSITY

MEMORANDUM

TO: FACULTY AND ADMINISTRATORS

FROM: 2018 Commencement Committee

DATE: January 26, 2018

RE: PARTICIPATION IN THE MAY 2018 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 Spring 2018 graduating classes, we would like to encourage you to participate in the University's 362nd 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 2018 will celebrate the completion of their respective degrees in the Emil and Patricia A. Jones Convocation Center. The Spring 2018 Commencement Ceremony will take place at 11:00 a.m. on Thursday, May 10, 2018.

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, April 30, 2018.** **Faculty regalia will be available for pick-up on the day of Commencement, May 10th, 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

COMMENCEMENT PARTICIPATION AND/ OR CAP AND GOWN REQUEST FORM

CSU FACULTY

The Chicago State University Spring 2018 Commencement Ceremony will take place at 10:45 a.m. on Thursday, May 10th 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, May 10th, 2018 from 9:00 a.m. to 10:00 a.m.

KEEP THIS TOP PORTION FOR FUTURE REFERENCE

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 362nd Commencement Ceremony.

_____ I do not have my own cap and gown, but plan to participate in the 362nd 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

**YOUR REQUEST MUST BE RECEIVED BY 5:00 p.m.
Monday, April 30, 2018**

CHICAGO STATE UNIVERSITY

COMMENCEMENT PARTICIPATION AND/OR

CAP AND GOWN REQUEST FORM

PLATFORM PARTY

The Chicago State University 2018 Commencement Ceremony will take place at 10:45 a.m. on Thursday, May 10, 2018 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.

KEEP THIS TOP PORTION FOR FUTURE REFERENCE

MEMBER OF PLATFORM PARTY

Name: _____

Department/Affiliation: _____ Contact Number _____

_____ I have my own cap and gown. Yes, I will participate in the 362nd Commencement Ceremony.

_____ I do not have my own cap and gown, but plan to participate in the 362nd 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

**DUE TO THE REQUIREMENTS OF THIS SPECIAL ORDER
YOUR REQUEST MUST BE RECEIVED NO LATER THAN
5:00 p.m. FRIDAY, April 20, 2018**