



FALL 2015 COMMENCEMENT INSTRUCTIONS

Congratulations on your upcoming graduation from SIUE! We're so proud of your accomplishments and thank you for being a part of the SIUE community. We hope that you will choose to mark this occasion by participating in the 2015 Fall Commencement exercises and we look forward to sharing in your celebration.

Congratulations, Class of 2015!

Saturday, Dec. 19, 2015, Vadalabene Center

9 a.m.

- Graduate School (Business; Education, Health and Human Behavior; Healthcare Informatics; Nursing)
- School of Business
- School of Education, Health and Human Behavior
- School of Nursing

1 p.m.

- School of Pharmacy
- Graduate School (College of Arts and Sciences, Engineering)
- College of Arts and Sciences
- School of Engineering

COMMENCEMENT INSTRUCTIONS

1. Arrive at the Vadalabene Center one hour before the start of your ceremony.

Before your ceremony, you will check in and line up in the Student Activity Gym in the Student Fitness Center. As you enter the gym you will receive an SIUE lapel pin to wear on your regalia.

2. Leave your personal belongings at home or with a family member.

Secure storage is not available for personal items (e.g. handbags, car keys, cameras, etc.) and you will not be able to carry them during the ceremony.

3. Check in with the Registrar staff to receive your marching card.

Your marching card will be used when you cross the stage during the ceremony. You will carry it to the stage. You will first have the card scanned, and then you will hand it to the reader, who will announce your name as you cross the platform. *Be sure that your card is not damaged and do not leave it on your seat when you go to the stage.*

4. Line up within your College/School.

Once checked in, look for your school, marshals (faculty members who will escort you) and staff volunteers in red vests. They will help you find your school and your place in line.

5. Participate in the ceremony!

The faculty marshals and Commencement staff will guide you throughout the processional, during the ceremony and the recessional. You will find a program on your seat to follow along with the ceremony.

6. Make arrangements to meet up with your guests after the ceremony.

Commencement is a large event with many guests! It will be helpful for you to choose a place to meet your guests after the event, as it will likely be difficult to find them in the crowd immediately following the ceremony. Please make sure your guests know that students will exit one end of the gym, and guests will exit the other to avoid congestion. Your guests will not be able to follow the processional of students. Graduates will not be allowed back in the VC gym after the ceremony.

7. In order to make Commencement successful and positive for everyone, please pass along a few reminders to your guests.

- To ensure sufficient seating, each student is invited to bring up to six guests. The ceremony will also be broadcast online at siuetv.com for guests that are not able to attend.
- Please note that guests will not be able to stand in aisles/walkways/doorways during the ceremony.
- Guests are asked to remain seated until the conclusion of the ceremony and not leave early.
- Bullhorns and noisemakers are not permitted at the ceremonies and will be confiscated.
- Guests may take photos from their seats, but will not be permitted to approach the stage or stand in walkways and/or aisles. For the safety of all of our guests, walkways/aisles must be kept clear at all times.

8. Request any special accommodations.

- If you, the graduate, are in need of special accommodations, please contact the Commencement staff no later than two weeks prior to the ceremonies.
- Special accommodations are available for guests on a first come, first served basis.
- Floor seating for guests with disabilities is available.
- Wheelchairs will be available in the lobbies and at Equipment Issue in the Vadalabene Center.
- Sign language interpreters will be provided at the ceremony.
- Guests in need of special accommodations are encouraged to arrive at least 45 minutes prior to the start of the ceremony and seek out an usher or staff volunteer for assistance.

WHAT IF I HAVE QUESTIONS?

Most questions can be answered by visiting siue.edu/commencement. Below is a list of contacts that can help you with further questions regarding Commencement.

- For questions regarding your graduation eligibility, contact the Registrar's office by calling 618-650-3770.
- For questions regarding the purchase or pick-up of academic regalia, contact the University Bookstore at bookstore@siue.edu or by calling 618-650-3345.
- For all other inquiries, contact the Commencement staff by emailing commencement@siue.edu or by calling 618-650-2252.

COMMENCEMENT ETIQUETTE

Regalia, Tassels and Honors Cords

Everyone participating in Commencement is required to wear approved academic regalia – gown, cap and tassel. Students not in compliance with standards will NOT be allowed to participate in the Commencement ceremony.

Placement of Tassels

Prior to the ceremony, make sure that your tassel is placed on the right side of your cap. It will be worn on the right throughout the ceremony. Upon conferral of your degree, the Chancellor will instruct the graduates to move their tassels from the right to left side.

Presentation of the Colors

Men should remove their caps and all graduates and guests should stand during the presentation of the flag and singing of the National Anthem.

Conferral of Degrees

All graduate candidates will rise, as a group, when presented to the Chancellor for conferral of degrees by their respective Dean. Diploma covers will be distributed during the ceremony. Actual diplomas will be sent within 14 - 16 weeks after commencement to the mailing address on file. Check CougarNet to confirm your mailing address and avoid delays.

Cell Phones and Other Electronic Devices

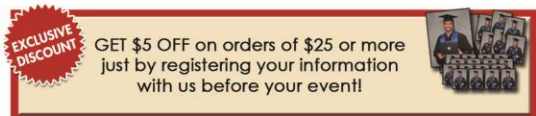
To ensure that all guests can hear and enjoy the graduation activities, cell phones and other electronic devices should be turned to silent mode in the line-up and throughout the ceremony. Texting is prohibited during the ceremony.

Commencement Ceremony Photos

GradImages is the authorized photographers for the Commencement ceremony. They will take several photos of graduates in the student line up area and as students commence and receive their diploma covers. Photos will be available for purchase following the ceremonies. Contact Grad Images by calling 800-261-2576 or go online to www.gradimages.com for more information.

Congratulations, Graduates!

GradImages® will be photographing all graduates at the upcoming graduation ceremony. Visit our website, www.gradimages.com, and click on Pre-Event Email Registration. Enter your email and up to 6 emails of loved ones who would like to share in your accomplishment by viewing and ordering your photos. By submitting your information to us early, you can rest assured that photo samples will be quickly and conveniently provided to you and all others registered as soon as they are available after the event.



After graduation, order online at www.gradimages.com or call (800) 261-2576. You can feel confident that GradImages® will capture your proud moment.

GRADIMAGES
EVERY DETAIL. EVERY TIME.®



©2010 Event Photography Group