

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of the Dean

College of Education
110 Education Building, MC-708
1310 South Sixth Street
Champaign, IL 61820-6990



January 27, 2016

Dear College of Education Graduate,

Congratulations on earning your degree! To mark this important accomplishment, you are cordially invited to participate in the College of Education's Thirty-fifth Annual Convocation Ceremony to be held at 5:00 PM on Saturday, May 14 at Foellinger Great Hall located in Krannert Center for the Performing Arts (KCPA).

Please read this letter carefully, as it includes many important details about the College of Education's Convocation Ceremony. Topics covered in this letter are as follows:

- Itinerary for Saturday, May 14, 2016 – campuswide Commencement ceremony
- Itinerary for Saturday, May 14, 2016 – College of Education Convocation ceremony
- Eligibility to participate
- Registering for Convocation 2016
- Convocation tickets
- Student academic attire
- Hooding of doctoral candidates
- Convocation ceremony
- Shuttle bus service

This information can also be found on the College of Education website located at <http://education.illinois.edu/convocation>

ITINERARY FOR SATURDAY, MAY 14, 2016 – CAMPUSWIDE COMMENCEMENT CEREMONY

Commencement Ceremony: 9:30 AM – 12:00 PM Memorial Stadium
1402 South First Street, Champaign

For information on the campuswide Commencement ceremony, visit <http://commencement.illinois.edu>. If you have questions regarding the campuswide Commencement ceremony after visiting the website, contact the Committee on Commencement at [217-333-8834](tel:217-333-8834) or email commencement@illinois.edu.

ITINERARY FOR SATURDAY, MAY 14, 2016 – COLLEGE OF EDUCATION CONVOCATION

Convocation Line-up for Procession: 4:00 PM (Graduates will assemble in the Level 2 Hallway)

Doors open and guest seating begins 4:00 PM

Convocation Ceremony: 5:00 PM
Foellinger Great Hall, KCPA

ELIGIBILITY TO PARTICIPATE

Candidates eligible to participate in the College of Education Convocation and campuswide Commencement ceremonies include August 2015 graduates, December 2015 graduates, and May 2016 degree candidates.

Doctoral candidates CANNOT participate in the campuswide Commencement ceremony if they do not defend by April 8, 2016 and deposit by 4:45 PM April 22, 2016. No exceptions, per the Committee on Commencement.

The College of Education will allow doctoral students who will not meet the April 8th defense deadline or April 22nd deposit deadline to participate in the College of Education Convocation provided the following qualifications are met:

1. The student must have already filed all necessary paperwork and have an approved defense date with intent to deposit by May 13, 2016
2. Student must complete the College of Education Exemption Request Form
 - a. A letter of support from the chairperson and/or dissertation director must be included with this request, certifying that the student is on track to deposit no later than May 13, 2016.
 - b. The student must acknowledge that their name will not appear in the 2016 program. Their name will appear in the 2017 program
3. The exemption request is approved by the department
4. The exemption request is approved by the Associate Dean for Academic Programs

Prospective Bachelor degree candidates with 13 or fewer hours remaining who expect to complete their degree requirements in August 2016 are eligible to participate. Students who have not yet indicated their intention to participate in either ceremony should contact the Admission/Records Officer for the College of Education immediately. Failure to do so will prevent candidates from receiving important information. August 2016 names will not appear in the printed College Convocation or campuswide Commencement Program booklets until May 2017.

Prospective Master of Education and Certificate of Advance Study degree candidates with 8 or fewer hours remaining who expect to complete their degree requirements in August 2016 are eligible to participate. Students who have not yet indicated their intention to participate in either ceremony should contact at convocation@education.illinois.edu immediately. Failure to do so will prevent candidates from receiving important information. August 2016 names will not appear in the printed College Convocation and campuswide Commencement Program booklets until May 2017.

REGISTERING FOR CONVOCATION 2016

This year's registration process is completely online. Go to <http://education.illinois.edu/convocation> to access the 2016 online registration form. Once there, click on **REGISTER NOW**. *This form can be completed **beginning March 1, 2016 through April 14, 2016 by 11:59 PM.***

CONVOCATION TICKETS

Tickets are mandatory this year with a maximum of 6 tickets per graduating candidate for admission to Foellinger Great Hall at KCPA for the College of Education's Convocation Ceremony. Please make sure you register the number of guests attending, including all children, even if sitting on a lap.

STUDENT ACADEMIC ATTIRE

Candidates participating in the College of Education Convocation and/or campuswide Commencement

ceremonies are required to wear the same academic attire for both ceremonies, which consists of a custom blue University of Illinois gown, blue mortarboard, tassel, stole (undergraduates only) and a hood (graduate degrees only). Regalia must be ordered through Herff Jones website, www.herffjones.com/illinois (disposable gowns purchased at bookstores are inadmissible).

Candidates should order regalia even if unsure about participating. There is no cost if academic attire is not picked up during distribution.

Graduates may order academic attire with Herff Jones either online, late online, or in person as follows:

Online: Graduates may order rental academic attire from **January 4 through April 14 until 10:00 PM CST** at www.herffjones.com/illinois. (**Note:** When the clock strikes 10:01 PM CST, the website will automatically shut down.)

New this year graduates may elect to have their regalia shipped to an address of their choice within the United States. When selecting this option, a shipping fee applies. **The deadline is March 30.** Graduates pay rental and shipping fees at the time the order is placed. **Please note**, the ship-to-home option deadline precedes the on-campus pick up order deadline.

Late online: Herff Jones has designed a late order website that will be operational from Friday, April 14 through Wednesday, April 27 until 10:00 PM CST, where candidates may place a “late” regalia online regalia order at www.herffjones.com/illinois. **A \$20 late fee on orders placed after April 16 will be in effect.** (**Note:** When the clock strikes 10:01 PM CST, the website will automatically shut down.)

In person: Candidates may order academic attire in the Author’s Corner, Illini Union Bookstore (2nd floor). The schedule is:

Wednesday, March 30	10:00 AM	to	3:00 PM
Wednesday, April 6	10:00 AM	to	3:00 PM
Thursday, April 14	10:00 AM	to	3:00 PM
Wednesday, April 27	10:00 AM	to	3:00 PM

Distribution of candidate regalia will be at the Activity and Recreation Center (ARC), 201 East Peabody Drive, Champaign (Multipurpose Room 5 for Masters/Ph.D. degree candidates, and Multipurpose Room 6 for Bachelor degree candidates) at these times:

Wednesday, May 11	11:00 AM	to	6:00 PM
Thursday, May 12	11:00 AM	to	6:00 PM
Friday, May 13	11:00 AM	to	6:00 PM
Saturday, May 14	7:30 AM	to	11:00 AM

(Remember the campuswide Commencement ceremony begins on Saturday at 9:30 AM at Memorial Stadium)

Candidates are strongly advised to pick up regalia on Wednesday, Thursday or Friday, and before Saturday, May 14th. Please verify your order and try on regalia right away so you can exchange regalia and caps that are too big or small. Please be aware that your gown and stole will be folded and may require steaming (do not iron).

If you cannot pick up your academic attire at one of the scheduled times, you may arrange for someone else to do so; that person should present your receipt and must pay rental fees. **Payment by cash or check is due at in-person distribution. Payment by credit card is not accepted.**

Return of academic attire is also at the ARC in the same rooms (Multipurpose Room 5 for Masters/Ph.D. degree candidates and Multipurpose Room 6 for Bachelor degree candidates) at these times:

Saturday, May 14	12:00 PM	to	7:00 PM
Sunday, May 15	10:00 AM	to	10:00 PM
Monday, May 16	9:00 AM	to	5:00 PM

Late return: Participants who do not return their academic attire to the ARC by 5:00 PM on Monday, May 16 are responsible for returning it directly to the Illini Union Bookstore between May 17 and May 20 from 9:00 AM to 4:00 PM. Please note: Herff Jones will assess a late charge of **\$5.00 per day** to participants returning academic attire late.

HOODERS FOR DOCTORAL CANDIDATES

Graduates receiving doctoral degrees (Ed.D. and Ph.D.) need to **select and notify the faculty member who will hood them** at the College of Education’s Convocation Ceremony at Foellinger Great Hall inside KCPA. This person may be your adviser, director of dissertation research, or another faculty member. **The person serving as the hooder must have an earned doctorate degree and wear the appropriate academic regalia.** Dean Mary Kalantzis will hood those who do not designate a hooder.

Please note: At the campuswide commencement ceremony you have the opportunity to designate a hooder. Your hooder does not need to be an Illinois faculty member. Please inform the Commencement Office at commencement@illinois.edu if you designate a specific hooder so that participation instructions can be emailed to them. If your hooder is not a faculty member they will need to order their rental attire at <https://illinois.edu/fb/sec/5996524> by 10:00 PM CST on April 29.”

*At the campuswide Commencement ceremony, all hooders wear academic regalia, march in the procession and are seated together.” **ONLY ONE HOODER IS ALLOWED ON STAGE PER CANDIDATE AT THE CAMPUSWIDE COMMENCEMENT CEREMONY.***

PARKING FOR THE CONVOCATION

Krannert Center for the Performing Arts has a parking garage on site as well as street parking. Additional parking is available in lots surrounding KCPA. Please see <http://www.parking.illinois.edu/visitors> for more information.

CONVOCATION CEREMONY

Arrival: Graduates assemble on Level 2 of KCPA, Urbana, IL, by 4:00 PM to register and line up for the academic procession to Foellinger Great Hall. If you have a problem with regalia on Saturday, May 16, please report to the ARC (*Multipurpose Room 5 for Master’s/Ph.D. degree candidates as well as faculty and Multipurpose Room 6 for Bachelor degree candidates*) between 7:30 AM – 10:00 AM.

Check-In: Graduates report to the appropriate degree table on Level 2 as directed by College of Education staff. Pick up, check, and/or complete the information cards given to you at the check-in table. Be sure all information is accurate. Keep these cards with you until you reach the stage at Foellinger Great Hall. You will hand the reader card to the reader on stage and the photographer card to the photographer assistant when departing the stage.

Photography during the ceremony

A professional photographer will take pictures of each graduate as they receive their diploma on stage. A color proof will be sent to each student at no charge, with no obligation to buy, and with full information on purchasing options.

SHUTTLE BUS SERVICE - FREE

On Saturday, May 14, shuttle buses will be running from 11:30 AM to 11:00 PM. The Shuttle Bus map may be viewed at commencement.illinois.edu/general/index.htm/#shuttle.

The College of Education looks forward to celebrating with you. We hope that this letter has provided you with pertinent information regarding this year's College Convocation ceremony. If you have any questions, please contact Elaine Middleton at [217-333-4988](tel:217-333-4988), the Dean's Office at [217-333-0960](tel:217-333-0960), or email convocation@education.illinois.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Kalantzis', enclosed in a thin black rectangular border.

Mary Kalantzis
Dean