

CONCORDIA UNIVERSITY CHICAGO

Commencement 2011 Schedule and Deadlines

Please contact your Graduate Advisor if you have any questions regarding this information.

<i>Topic</i>	<i>Date/Time/Location</i>	<i>Pertinent Information</i>
Order Apparel Online Apparel payments made to Jostens only	DEADLINE Thursday November 10, 2011	In order to participate in the commencement ceremony, you must order academic apparel. Graduate apparel costs: \$41.00 (MA) <i>plus tax/shipping</i> \$53.10 (Doctoral) <i>plus tax/shipping</i> Order online at: www.cuchicago.edu/gradfinale by Nov. 10th. <i>Complete orders produce a confirmation number!</i> Your apparel package will be delivered to the address you provide on your online order. If you order apparel after the deadline of Nov. 10, 2011 availability is not guaranteed and a late fee will be assessed. The cap and gown is yours to keep after graduation. <i>If you do not order apparel, we assume you will not participate in the commencement ceremony. Contact your advisor if you have questions.</i>
Graduation Fee \$110	DEADLINE Fri, December 2, 2011 <i>Notification provided when the fee is posted to your account.</i>	As noted in the Concordia University <i>Graduate Catalog</i> , a graduation fee of \$110.00 is assessed to all students who are to receive a degree regardless of participation in the commencement ceremony. The fee has been posted to your student tuition account. Note: this fee is <i>not</i> your cap/gown charge.
Final Grades	DEADLINE Friday, December 9, 2011 4:30 p.m.	Grades and all official transcripts for credit earned at other institutions must be submitted to the Registrar's Office by this date.
Tickets Marching Guide Pick Up	Friday, Dec 16 5:00 p.m. to 7:30 p.m. & Saturday, Dec 17 1:30 p.m. to 2:00 p.m. (in Addison Hall 158)	Pick up tickets and Marching Guides Friday at the Geiseman Memorial Gymnasium (for ticket information see "General Information" on pg. 2). Late pick-up available Saturday before Commencement in Addison Hall only. ** Please note: Ticket pick-up will be suspended during rehearsal. Extra tickets become available after rehearsal. <i>If you are unable to pick up your tickets in person, a friend may do so with your written permission.</i>
Account Balances	DEADLINE Friday, Dec 2, 3:30pm Students with outstanding balances will not be eligible to pick-up tickets or participate in the graduation ceremony	**All outstanding debt assessed on your tuition account with the University must be paid in full on or before this date. Payments may also be made online via a secure website: www.cuchicago.edu <i>See insert for specific credit card and ACH payments</i>
Rehearsal	Mandatory Attendance Fri., Dec 16, 6:45 p.m. <i>Geiseman Memorial Gymnasium</i>	A mandatory commencement rehearsal will be held on Friday, December 16 th at 6:45 p.m. in the Geiseman Memorial Gymnasium. Marching Guides will be provided at rehearsal during check-in so you will know where to sit.
New Alumni Reception	Following Rehearsal Friday, Dec 16 <i>CougarDen</i> <i>Koehneke Community Center</i>	The Office of Development and Alumni cordially invites you and a guest to a reception for Concordia's newest graduates. Join fellow alumni in a celebration of your academic accomplishments and learn more about alumni benefits and opportunities. Light hors d'oeuvres and spirits will be served. Email invitation to follow.
Service of Praise	Saturday, Dec 17, 8:30 a.m. <i>Chapel of Our Lord</i>	All students and their families are welcome to attend a festival worship service prior to the commencement ceremony.
Commencement Line-up	Saturday, Dec 17, 2:00 p.m. <i>Krentz Center Hallway</i>	All those participating in the ceremony must report to line-up in the main hallway of the Krentz Center at 2:00 p.m.
Ceremony	Saturday, Dec 17, 3:00p.m. <i>Geiseman Memorial Gymnasium</i>	Congratulations to all December 2011 Graduates!

****Your student account must be PAID IN FULL in order to pick up tickets and participate in the ceremony. For your convenience, Business Services staff members will be available in their offices during all ticket pick-up times.**

Additional Contact Information

Office of the Registrar

Addison Hall 155
Phone: (708) 209-3165
Office Hours
T–Th, 8:00 am–6:00 pm
M and F, 8:00 am–4:30 pm

Office of Student Business Services

Addison Hall 156
Phone: (708) 209 -3241
Office Hours
T–Th, 8:00 am–6:00 pm
M and F, 8:00 am–4:30 pm

Payments may also be made online via a secure website.
Please visit www.cuchicago.edu

General Information

Tickets/ Guest Seating

Each graduate participating in commencement will receive five (5) tickets for their guests at graduation rehearsal on Friday, Dec 16, 2011. Each person entering the gymnasium for the Commencement Ceremony will need a ticket (all adults and children). Overflow seating will be available in the Werner Auditorium where the ceremony will be broadcast live via video feed (no tickets are needed for the Werner Auditorium). Based on the final number of students participating in the Commencement Ceremony, additional tickets may become available after graduation rehearsal on a first-come, first-serve basis.

Spirit Tassels

Show your Cougar pride at Commencement as a supporter of the Spirit Tassel Challenge! See the enclosed brochure for specific details. Spirit Challenge participants will receive special acknowledgement during commencement activities.

Commencement Photography

Chappell Photography will provide professional photography for the Commencement Ceremony. The photographers will take a photograph of each graduate receiving their diploma while exiting the stage. Chappell Photography will contact each graduate after commencement via email to their CUChicago email address and by U.S. mail to the home address on file with the University. Each individual will be assigned a PIN that will grant access to individual proofs and candid shots from the event. There is no obligation to purchase products from Chappell. Participants not contacted by Chappell *after graduation* may contact their customer service department at 800-247-3435.

Graduation Keepsakes

Jostens, our vendor for your commencement needs, has many products available on their website that are personalized for Concordia University Chicago. Please visit their website at www.jostens.com/college, and search “Concordia University Chicago” to find options for custom diploma frames and graduation announcements that feature your name, graduation date, time and location.

Diplomas

All diplomas will be mailed within eight (8) weeks of the Commencement Ceremony once the final audits have been completed by the Registrar (diploma covers will be distributed at the commencement ceremony). All payments to your student account must be cleared prior to receiving your diploma.

Meal Options

Before or after the Commencement Ceremony, you and your guests may be interested in sharing a meal off-campus. A wide variety of restaurants are available in the Oak Park River Forest area. A list of these restaurants is available at www.oakparkdining.com. Charlie T’s Café and the Crossroads Dining Hall will also be open for dining on campus in the Koehneke Community Center (KCC).

Please notify your family and friends regarding the events surrounding Commencement.
To assist your family and friends, refer them to: <http://www.cuchicago.edu/graduation>.

A map of the Concordia University campus can be accessed at:
<http://www.cuchicago.edu/info/campus-map1/>