

Additional Contact Information

Office of the Registrar
Addison Hall 155
Phone: (708) 209 - 3165
Office Hours
M–F, 8:00 am–4:30 pm

Office of Student Business Services
Addison Hall 156-A
Phone: (708) 209 -3241
Office Hours
M–F, 8:00 am–4:30 pm

Payments may also be made on-line via a secure website.

Please visit www.cuchicago.edu/creditcardpayment.

General Information

Guest Seating (Tickets)

Due to the number of undergraduates, there will be open seating and no tickets will be issued for the commencement ceremony.

Diplomas

All diplomas will be mailed within a few weeks of the commencement ceremony once the final audits have been completed by the Registrar (diploma covers will be distributed for the commencement ceremony).

Pictures

Chappell Photography will provide professional photography for the Commencement Ceremony. The photographers will take a photograph of each graduate as he/she receives their diploma and as he/she exits the stage. Chappell Photography will contact each graduate after the event by *e-mailing his/her CUChicago email address* and by *mailing to his/her home address* (Chappell will use the address on file with the University). Each individual will be assigned a PIN that will grant him/her access to his/her proofs and candid shots from the event. There is no obligation to purchase products from Chappell. If you walk in graduation, and are not contacted by Chappell *after graduation*, you may contact their customer service department at [800-247-3435](tel: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, follow the College Products and Info link, and search “Concordia University Chicago” to find options for specialized diploma custom frames and personalized graduation announcements that feature your name, graduation date, time and location.

Lunch Options

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. The Crossroad’s Dining Hall and Charlie T’s cafe will also be open for a la carte dining.

It is your responsibility to notify your family and friends regarding the events surrounding Commencement. A map of the Concordia University campus can be accessed at http://www.cuchicago.edu/about_concordia/campus_map.asp

Fall 2011 Commencement Information and Deadlines

This document contains specific information about a variety of items related to graduation and the commencement ceremony. Please contact Student Services (708) 209-3005 if you have any questions regarding this.

<u>Topic</u>	<u>Date</u>	<u>Pertinent Info</u>
Grad Finale Order Apparel	Tuesday <u>October 4, 2011</u> 4:30PM-6:30PM lower level of the KCC in the <u>Cougar Den</u>	If you are participating in the graduation ceremony, academic apparel <u>must be ordered</u> . Undergraduate apparel will cost <u>\$28.75</u> . Please make sure you bring check, cash, or credit card to the event to order your apparel. <i>The cap and gown is yours to keep after graduation. <u>If you do not order apparel, we assume you will not participate in the commencement.</u></i>
Late Apparel Orders	Apparel must be ordered by <u>:November 06, 2011</u>	If you have any questions regarding late orders please contact Magdalena Adamowska via e-mail at Magdalena.Adamowska@cuchicago.edu
Graduation Fee	Submit your payment to Business Services Office (Addison 156 A) no later than <u>December 2, 2011</u>	As noted in the Concordia University <i>Undergraduate Catalog</i> , a graduation fee of <u>\$110.00</u> is assessed to all students who are to receive a degree regardless of participation in the commencement ceremony. The fee will be posted to your student tuition account and will be due no later than <u>December 2, 2011</u> . Please submit your payment to the Student Business Service Office at that time.
Apparel Pick Up	Friday <u>December 16, 2011</u> Time 1:30 p.m.-5:00p.m.	Pick up graduation apparel, marching guides and other important items in the <u>South Gym</u> . If you are not able to pick up your regalia in person, a friend may do so with your written permission. If you have any questions about the cap and gown pick up please contact Magdalena Adamowska at 708-209-3018
Account Balances	DEADLINE <u>December 2, 2011</u>	<u>All outstanding debt assessed on your tuition account must be paid in full by the day of graduation rehearsal otherwise you will not be allowed to participate in the graduation ceremony.</u>
Rehearsal	Friday <u>December 16, 2011</u> 4:00pm Mandatory Attendance	A mandatory commencement rehearsal will be held on Friday, December 16, 2011 in the Geiseman Memorial Gymnasium.
Alumni Graduation Celebration	Friday <u>December 16, 2011</u> 4:30 – 6:00 p.m. Cougar Den	Please plan to join <u>friends, faculty and family</u> at this special gathering in your honor as the newest graduates of CUC. An invitation will follow later this fall from the Office of Alumni Relations.
Service of Praise and Consecration	Saturday <u>December 17, 2011</u> 8:30 a.m. Mandatory Participation for Church-worker Graduates <i>Chapel of Our Lord</i>	All students are encouraged to attend a special service prior to commencement. We will be recognizing the vocations of all our graduates. Students graduating in a church-worker profession will need to attend a brief rehearsal as you will be receiving your certificates in the service. The rehearsal will follow your mandatory graduation rehearsal on Friday December 16, 2011 . You will need to be in the chapel by 8:10am on Saturday, December 17, 2011. More information will be coming to you in the mail.
Commencement line up	Saturday <u>December 17, 2011</u> 9:30 am	All those participating in the ceremony will line up in the main hallway of the Krentz Center at 9:30 am.
Ceremony	Saturday <u>December 17, 2011</u> 10:30 am	Geiseman Memorial Gymnasium

*Your student account will need to be in good standing in order to obtain your academic apparel. Business Services staff members will be available in their offices during apparel pick-up times

More information you can find on the following webpage

<http://www.cuchicago.edu/graduation>