



2011 FALL GRADUATION INFORMATION
Saturday, December 10, 2011
10 a.m. – Physical Activities Center on USI campus

Graduate Student Commencement Information

2011 Fall Commencement exercises for degree candidates from the **College of Business and Pott College of Science and Engineering** will be held **Saturday, December 10, at 10 a.m.** at the Physical Activities Center (PAC) on the USI campus. Students who complete degree requirements by December 2011 are eligible to participate.

According to our records, you may be a candidate for graduation at the end of the fall 2011 semester. If you are, please read on; if you are not, please disregard this notice.

Important graduation information, such as graduation processing, diploma, transcript of grades, registration to participate in Commencement exercises, and ordering of cap, gown, and announcements, is outlined below. You are urged to **carefully read** all of the material so that you are aware of the many aspects of Commencement.

For answers to questions regarding Commencement, contact Special Events at 812/464-1930, or refer to the Commencement Web site at <http://www.usi.edu/commencement>.

PROCESSING FOR GRADUATION

1. Formal Application for Graduation

Each potential graduate must have a Formal Application for Graduation on file in the Office of the Registrar. If you have not completed your Formal Application for Graduation, contact your academic advisor **immediately**.

2. Diploma Form

The Diploma Form requests graduation information. The Diploma Form is to be completed online at <http://www.usi.edu/reg/diploma.asp>

Important: Items 1 and 2 should have already been completed. **Students who have not completed their Formal Application for Graduation or who have not completed their Diploma Form, and who plan to graduate this academic year, must contact their graduate program office.** A Formal Application and/or Diploma Form not completed **by October 1** may delay receipt of the diploma by as long as three months.

You will **not** receive your diploma at Commencement. Your diploma may be picked up or you may REQUEST to have it mailed to you. To have your diploma **MAILED**, visit <http://www.usi.edu/reg/diplmail.asp>

Diplomas (for all graduates who complete the Formal Application and Diploma Form **by October 1**) are available at the Office of the Registrar in the Robert D. Orr Center on or after February 27, 2012.

TRANSCRIPT OF GRADES/VERIFICATION OF GRADUATION

A transcript of your academic record specifying your degree will be available approximately four weeks following the end of a term. If you need verification of graduation before normal processing is complete, a special processing may be done. Contact Karen Fleming at 812/464-1761, kkfleming@usi.edu, or 1-800/467-1965, in the Office of the Registrar before final exams of the term in which you will complete all requirements.

COMMENCEMENT CEREMONY

- 1. Reservations are required for you to participate in the Commencement ceremony.** To register, visit <http://www.usi.edu/commencement/reservations.asp>
- 2. If you feel that your name may be mispronounced, please contact Penny White at 812/464-1755.**
- 3. You must arrive at the Physical Activities Center no later than 9 a.m.** The doors will open to the public at 8:30 a.m. Line-up for the procession begins promptly at 9:20 a.m. **Flat shoes are required to protect the hardwood floors in the PAC. Do not bring valuables or cell phones into the robing area.** (Cell phones will be collected for the duration of the ceremony.) This area will not be locked. Please take care of all restroom breaks before 9:20 a.m. Family members are invited to the ceremony; however, seating in the PAC will be limited. No tickets or admission fees apply, so early arrival will ensure better seating for your guests.
- 4. Students needing special accommodations are asked to contact CJ Regin in the Office of Special Events at 812/465-1654 or at cjregin@usi.edu**

COMMENCEMENT HONORS

All graduate students are expected to maintain a minimum grade point average of 3.0, and most master's degree students achieve at much higher levels. Therefore, USI awards Commencement honors only to baccalaureate students, as do many other American universities.

PLEASE NOTE: You will not be allowed to wear any honor recognition from clubs or organizations at Commencement.

PURCHASING ANNOUNCEMENTS

An order form is available online or you may place orders for personalized announcements at the USI Bookstore. Submit forms to the Bookstore **no later than 3 p.m., Friday, December 9.** Graduation announcements are on sale Monday, October 3, through Friday, December 9. Announcements are \$1.99 each

plus tax. You may pick up your personalized announcements in the Bookstore approximately two weeks after the date of order. Visit <http://www.usi.edu/book/graduation.asp> to purchase your announcements online.

PURCHASING CAPS AND GOWNS

Graduation regalia will be available for purchase **Wednesday, September 21, 2011 at the USI Bookstore, through Friday, December 9, 2011** in the USI Bookstore or may be ordered on line. Students with **special size needs (petite, XL, XXL, XXXL)** are required to go to the USI Bookstore to order a gown. The last day to “special” order a gown and be guaranteed delivery **by December 9 is Monday, October 31**. Orders after this date will be assessed a \$15 special handling fee. The Bookstore CANNOT guarantee delivery by Commencement on orders placed after October 31. All items may be purchased separately. Visit <http://www.usi.edu/book/graduation.asp> to purchase your graduation attire online.

Master regalia prices:

- a. \$58.99 plus tax for each complete outfit (cap, gown, tassel without year, and master’s hood)
- b. \$28.99 plus tax for outfits without the hood
- c. \$30.00 plus tax, hood only
- d. \$6.99 plus tax, tassel with graduation year

PURCHASING COMMENCEMENT KEEPSAKE DVD

In response to requests from graduates and families, a high-quality commemorative DVD of the Commencement ceremony is produced by the University of Southern Indiana Office of Instructional Technology Services in cooperation with the University of Southern Indiana Alumni Association. The disk features the entire ceremony, depicting each graduate receiving the diploma cover. To order, or for more information, call the Alumni & Volunteer Services Office at 812/464-1924, or e-mail alumni@usi.edu. You may order the keepsake DVD online at <https://www.usi.edu/commencement/ssl/dvds.asp>.

PHOTOGRAPHY

Chadon Photography will take a picture of each graduate as he/she is handed a diploma cover and as he/she leaves the platform. Two to three weeks after Commencement, Chadon Photography <http://www.chadon.com> will mail proofs to the graduates for review. For further information, call the Office of Special Events at 812/464-1930.

USI ALUMNI ASSOCIATION

Chartered by the first graduating class in 1971, the Alumni Association has grown to over 30,400 members. Upon graduation you become a member of the association. Your link to USI, the association has many programs, services, and events to offer. Address and employment information may be updated on the association web site at <http://www.alumni.usi.edu>. As a graduate, you will receive the USI Magazine and the alumni e-mail newsletter, Connect Online, to keep you informed and connected to USI.

Graduation Luncheon 2011

Celebrate your achievement with your family and friends at the Graduation Luncheon on Saturday, December

10 from 11 a.m. to 1 p.m. in the University Center West Carter Hall. Fall 2011 graduates will receive a gift and a complimentary lunch sponsored by the USI Alumni Association. Go to www.alumni.usi.edu to register online.

USI CAREER SERVICES AND PLACEMENT OFFICE

The Career Services and Placement Office (812/464-1865) serves the employment needs of both students and alumni. Graduates and alumni seeking employment assistance should use the services of this office to identify desired employment opportunities and develop an effective job search strategy. A variety of services are available to graduates, whether seeking employment in the tri-state or planning to relocate. In addition, register to use Eagle Career Launch, the online job search engine exclusively for USI students and alumni, and USI CareerShift, an online employer research system. Visit <http://www.usi.edu/careersv> for more details.