



2012 SPRING

## Graduate Student Graduation and Commencement Information

Friday, April 27, 2012

6:30 p.m. – Physical Activities Center on USI campus

Congratulations! Our records indicate you may be ready to complete your degree requirements at the end of **spring or summer 2012**. It's up to you to get the graduation process rolling and sign up to participate in Commencement on campus where family and friends can celebrate your accomplishment. Here's what you can do now to ensure a smooth graduation experience. If you are not expecting to graduate until later, please disregard this notice.

2012 Spring Commencement exercises for post-baccalaureate certificates, master, and doctoral degree candidates from all colleges will be held **Friday, April 27, at 6:30 p.m.** at the Physical Activities Center (PAC) on the USI campus. Students who complete graduation requirements in May, or will complete graduation requirements in one of the subsequent summer sessions, are eligible to participate in the April commencement exercises. **Degree candidates must declare their intent to participate in the Commencement ceremony.**

You are urged to **carefully read** all of the material so you are aware of the many aspects of graduation and Commencement.

*For answers to questions regarding academic graduation requirements, contact your academic advisor or refer to the Registrar's web site at [www.usi.edu/reg](http://www.usi.edu/reg); Commencement ceremony, contact Special Events at 812/464-1930, or refer to the Graduation Commencement web site at [www.usi.edu/commencement](http://www.usi.edu/commencement).*

***All undergraduate students who plan to graduate must complete the following three steps whether or not they plan to participate in the Commencement Ceremony.***

### **REQUIRED GRADUATION FORMS**

#### **1. Apply for graduation**

Complete the Formal Application for Graduation by **January 20, 2012** indicating your intention to finish requirements for your degree within the academic year. See your program director to review degree requirements and submit the form.

## 2. Request your official diploma

Complete a Diploma Form at [www.usi.edu/reg/diploma.asp](http://www.usi.edu/reg/diploma.asp) by **January 20, 2012**. Provide your name exactly as you want it printed on your USI diploma. Otherwise, your name will appear as it is listed in the student information system (there is a \$25 fee for reprinting a diploma.)

## 3. Tell us where to mail your diploma

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 [www.usi.edu/reg/diplmail.asp](http://www.usi.edu/reg/diplmail.asp) for instructions about how to create a Diploma Mailing Address through myUSI Self-Service. When it becomes available, your diploma will be mailed to that address. If you do not provide an address, your diploma will be available for pick-up at the Office of the Registrar approximately six to eight weeks after the end of the semester.

Application and/or Diploma Forms not completed by **January 20, 2012** may delay receipt of the diploma by as long as three months. Diplomas (for candidates who complete the Formal Application and Diploma Form by **January 20, 2012**) will be available at the Office of the Registrar in the Robert D. Orr Center as follows:

- Spring 2012 graduates - on or after Monday, June 25, 2012
- First Summer 2012 graduates - on or after Monday, July 30, 2012
- Second Summer 2012 graduates - on or after Monday, September 24, 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, special processing may be possible. Contact Karen Fleming in the Office of the Registrar (812/464-1761, [kkfleming@usi.edu](mailto:kkfleming@usi.edu), or 800/467-1965) before final exams of the term in which you will complete all requirements.

## COMMENCEMENT CEREMONY PARTICIPATION

1. **March 2 is the deadline to make your required reservation to participate in the Commencement ceremony.** To register, visit [www.usi.edu/commencement/reservations.asp](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 5:30 p.m.** The doors will open to the public at 5 p.m. Line-up for the procession begins promptly at 5:50 p.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 5:50 p.m. Family members are invited to the ceremony; however, seating in the PAC will be limited. 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](mailto:cjregin@usi.edu).**

### **COMMENCEMENT HONORS**

All graduate students are expected to maintain a minimum grade point average of 3.0, and most master 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 CAPS AND GOWNS**

Graduation regalia will be available for purchase **February 29, 2012, at the Graduation Fair through April 23, 2012**, 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 is **March 23**. Orders after this date will be assessed a \$15 special handling fee. The Bookstore CANNOT guarantee delivery by Commencement on orders placed after March 5. All items may be purchased separately. Visit [www.usi.edu/book/graduation.asp](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 cap, gown, and tassel
- c. \$30 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 USI Office of Information Technology, in cooperation with the University of Southern Indiana Alumni Association. The DVD features the entire ceremony, depicting each graduate receiving the diploma cover for \$20. To order, or for more information, call the Alumni & Volunteer Services Office at 812/464-1924, or e-mail [alumni@usi.edu](mailto:alumni@usi.edu). You may order the keepsake DVD online at [www.usi.edu/commencement/ssl/dvds.asp](http://www.usi.edu/commencement/ssl/dvds.asp).

### **PURCHASING GRADUATION 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., April 27, 2012**. Graduation announcements are on sale February 2 through April 27. 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 [www.usi.edu/book/graduation.asp](http://www.usi.edu/book/graduation.asp) to purchase your announcements online.

## **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 [www.chadon.com](http://www.chadon.com) will mail proofs to the graduates for review. For further information, you may contact Chadon at 800/788-1644.

## **USI ALUMNI ASSOCIATION**

Chartered by the first graduating class in 1971, the Alumni Association has grown to over 31,000 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 [www.alumni.usi.edu](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.

## **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 [www.usi.edu/careersv](http://www.usi.edu/careersv) for more details.

## **Plan to attend the Spring 2012 Graduation Fair**

**Wednesday, February 29, 2012**

**10 a.m. – 6 p.m.**

**University Center**

The “one stop” event for all your graduation needs

Presented by the **USI Bookstore**

(812) 464-1717

[www.usi.edu/book/gradfair.aspx](http://www.usi.edu/book/gradfair.aspx)





**Our records indicate you may be ready  
to graduate *Spring 2012*.**

**Use this check list to ensure you have  
submitted the required paperwork to graduate from USI  
and participate in your Commencement ceremony.**

### **Ready to Graduate?**

- Submit a ***Formal Application for Graduation*** –  
See your academic advisor Immediately.  
**DEADLINE for submission is January 20.**
  
- Complete a ***Diploma Form*** –  
Go to <http://www.usi.edu/reg/diploma.asp>  
**DEADLINE for submission is January 20.**
  
- Create a ***Diploma Mailing Address*** through  
MyUSI Self-Service –  
**DEADLINE for submission is January 20.**

Failing to submit your paperwork by the deadlines could delay your diploma,  
and your name and any honors may not appear in the commencement program.

### **Want to participate in Commencement ceremony?**

- Make your ***reservation*** at  
<http://www.usi.edu/commencement>  
**DEADLINE for reservations is March 2.**

*Congratulations!*