



2012 SPRING

Undergraduate Student Graduation and Commencement Information

Saturday, April 28, 2012

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 undergraduate students will take place during four ceremonies on **Saturday, April 28** in the Physical Activities Center (PAC) on the USI campus. The appointed ceremony time for each college is as follows:

| Ceremony Begins | College(s) |
|-----------------|--|
| 9 a.m. | College of Business; Outreach and Engagement |
| 12 (noon) | College of Liberal Arts |
| 3 p.m. | College of Science, Engineering, and Education |
| 6 p.m. | College of Nursing and Health Professions |

Students who completed degree requirements in December 2011, or who plan to do so in May 2012 or by August 2012, are eligible to participate in USI's spring Commencement ceremony. **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 Office of the Registrar's web site at 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.

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 academic advisor to review degree requirements and submit the form.

2. Request your official diploma

Complete a Diploma Form at 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 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** 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**) 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, 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
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 (PAC) Room 200 (2nd floor) at the following times:**

| Ceremony Begins | <u>Your arrival</u> time in PAC room 200 | Doors open to the public | College(s) |
|------------------------|---|---------------------------------|--|
| 9 a.m. | no later than 8 a.m. | 8 a.m. | College of Business; Outreach and Engagement |
| 12 (noon) | no later than 11 a.m. | 11 a.m. | College of Liberal Arts |
| 3 p.m. | no later than 2 p.m. | 2 p.m. | College of Science, Engineering, and Education |
| 6 p.m. | no later than 5 p.m. | 5 p.m. | College of Nursing and Health Professions |

Line-up for the procession begins promptly 20 minutes after the arrival deadline. 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 the processional line-up begins. 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.**

COMMENCEMENT HONORS

Students who have completed the processing for graduation (see items 1 and 2 on preceding page) and are eligible for Commencement honors will be notified by letter from the Office of the Registrar. This letter will be mailed to students in early April. If you do not receive a letter, but believe you should be eligible, contact Karen Fleming in the Office of the Registrar at 812/464-1761, kkfleming@usi.edu, or 800/467-1965.

Commencement honors (for purposes of printing the commencement program) are based on a student's cumulative grade point average at the end of the fall semester immediately preceding spring Commencement. Spring semester grades are not used to compute Commencement honors. Students who will receive a bachelor's degree and meet each of the following requirements are eligible for Commencement Honors. To qualify, a student must:

- 1) Have completed (or have a combination of completed and enrolled hours in the final semester) a minimum of 60 credit hours at USI; and
- 2) Have a minimum cumulative grade point average of 3.6 on all courses attempted at the University.

The student with the highest cumulative grade point average (computed at the end of the fall semester) will receive the honor of *Summa Cum Laude* at Commencement. In case of a tie, there will be more than one

person designated for this honor. Those with a cumulative grade point average of 3.8 or higher will receive the honor of *Magna Cum Laude*. Those with a cumulative grade point average of 3.6 but less than 3.8 will receive the honor of *Cum Laude*.

Graduation honors are determined at the end of the final term when graduation requirements are complete, and therefore may differ from commencement honors. If a student completes graduation requirements at the end of the spring or summer terms with a cumulative grade point average equal to or higher than the person(s) designated *Summa Cum Laude* at Commencement, the student also will receive the *Summa Cum Laude* honor. If a student's cumulative grade point average changes subsequent to computing honors for Commencement, and it changes the student's honors eligibility or designation, the appropriate change will be made on the diploma and academic transcript.

PLEASE NOTE: You will not be allowed to wear any honor recognition from clubs or organizations at Commencement. Honors regalia is accorded only to students who have been notified by letter that they are earning Commencement honors or are designated as a graduate of the USI Honors Program. Members of the USI Honors Program should contact the Honors Program director for more information at 812/461-5357.

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 to purchase your graduation attire online.

Undergraduate regalia prices:

- a. \$29.99 plus tax for each complete outfit (cap, gown and tassel)
- b. \$20.99 plus tax, gown only
- c. \$9.99 plus tax, cap 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. You may order the keepsake DVD online at www.usi.edu/commencement/ssl/dvds.asp.

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., 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 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 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. 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 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





**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!