

SCHOOL *of* MUSIC CONVOCATION

FREQUENTLY ASKED QUESTIONS

ELIGIBILITY

Q. How can I make sure I'm on the May graduation list?

A. When you register for Spring semester on Banner, select "Graduation Information" then "Notify Intent to Graduate." Complete the requested information.

Q. I need 18 hours to graduate. I'd like to take 16 this Spring semester and the other 2 during the summer. Can I still participate in the May ceremony?

A. Yes. Your diploma, however, will not be conferred until after your required credits are completed.

REGISTRATION

Q. How do I register to participate in the School of Music Convocation?

A. Complete the simple online registration form on our Graduation Index page: <https://webtools.uiuc.edu/formBuilder/OrganizationSecure?id=1639506>

If you selected "Notify Intent to Graduate" through Banner during the Spring 2008 registration period, you will receive a packet from the Chancellor's Office the week of April 1 with details regarding May 2008 Commencement weekend activities. Additional copies of this mailing will be available after April 1, 2008, in Music Building, Room 3066.

COLLEGE HONORS

Q. How do I know if I'm getting College Honors (Summa Cum Laude, Magna Cum Laude, or Cum Laude)?

A. Check with your records officer in the College of Fine and Applied Arts.

TICKETS

Q. Are tickets required for the SoM ceremony?

A. It has not been necessary to distribute tickets for the School of Music Convocation ceremony in Smith Recital Hall. There is sufficient seating available for everyone.

ACADEMIC ATTIRE

Q. What do I wear?

A. Candidates participating in the Campus-wide Commencement ceremony, as well as the School of Music Convocation, are required to wear appropriate academic attire. Academic attire consists of a mortarboard, a gown and, in the case of a graduate degree, a hood.

Graduates may order academic attire on-line, through April 21, at <http://www1.herffjones.com/college/graduation>. Students may also order academic attire in person at the Authors Corner, Illini Union Bookstore. The schedule for these on-campus ordering dates is included in the *2008 Commencement Guide to Activities* and the *Spring Timetable*. For your convenience, they are also listed below:

Wednesday, April 2	10 a.m. to 3 p.m.
Tuesday, April 8	10 a.m. to 3 p.m.
Monday, April 21	10 a.m. to 3 p.m.

Doctoral candidates must order academic attire on-line through the Graduate College registration site at <http://www.grad.uiuc.edu/commencement>, or by contacting the Graduate College at (217) 333-0035.

Mortarboards, Gowns, and Hoods

The University has special orange and blue custom regalia for its graduates. (View custom regalia here:

<http://www.admin.uiuc.edu/commencement/docs/Custom%20Regalia.doc>.)

Mortarboards are blue. Gowns are blue with orange trim. Bachelor's graduates wear a stole with their gown, while Master's and Doctoral candidates wear a hood. The tassel is worn on the right front quadrant of the mortarboard and is moved to the left after the degree has been conferred.

For undergraduate degrees, the color of the tassel indicates the college from which the degree is received. Bronze Tablet students also wear an orange and blue braided cord that is worn on the left shoulder; cords must be requested when students pick up their cap and gown.

For Master's and Doctoral degree students, the color of the velvet on the hood indicates the field of study and the tassel is black.

Candidates receiving armed service commissions wear mortarboards and gowns.

Women should wear mortarboards at all times; men should remove mortarboards only during the singing of the National Anthem. Jewelry, flowers, or emblems worn on the mortarboard or gown are inappropriate.

Rentals

If you are unsure of your plans but are considering participating in either the Campus-wide Commencement ceremony or the School of Music convocation, go ahead and **order your academic attire at <http://www1.herffjones.com/college/graduation>**. After placing your order, you will have the opportunity to print a receipt. Please present the receipt when you pick up the apparel. **You will not be charged the rental fee if academic attire is not picked up during the distribution period.**

Rental fees must be paid in full by check or cash only when you pick up the apparel. Checks should be made payable to Herff Jones. Payment cannot be made in advance.

Bachelor's cap and gown	\$39.00
Master's cap, gown, and hood	\$52.00
Doctor's cap, gown, and hood	\$68.00

If you own your Master's hood, please deduct \$12.50 from the rental fee. If you own your Doctoral hood, please deduct \$14.50 from the rental fee. You may keep the tassel as a souvenir. Additional tassels may be purchased for \$7.00 each when you pick up your apparel. Orange and blue souvenir tassels may be purchased for \$7; however, they are not worn during ceremonies. You may also purchase a Stole of Gratitude for \$18 that may be worn during the ceremonies.

Note: All online orders must be placed by 11:59 p.m., April 21.

Graduates who miss the April 21 deadline must go to Illini Union on Friday, May 9 to place an order. Academic attire will be available the next day and a \$20 late fee will be assessed.

Herff Jones will do its best to accommodate late orders, but it cannot guarantee custom rental regalia for orders placed after April 21.

If you are unable to order academic via the Web and live on campus or within 30 miles of campus, you must order your academic attire in person in the Authors Corner of the Illini Union Bookstore at whichever of the following times is most convenient.

Wednesday, April 2	10 a.m. to 3 p.m.
Tuesday, April 8	10 a.m. to 3 p.m.
Monday, April 21	10 a.m. to 3 p.m.

Purchase of Academic Regalia

If you are interested in purchasing a mortarboard, gown, and/or hood, you may do so through any company. The University of Illinois contracts with Herff Jones, Inc. For purchases, contact a Herff Jones sales representative at (800) 637-1124 or visit <http://www1.herffjones.com/college/graduation>.

Pick up of Academic Attire

Caps and gowns will be distributed in the Illini Union at the following times:

Friday, May 9	9 a.m. to 5 p.m.
Saturday, May 10	8 a.m. to Noon
Sunday, May 11	8 a.m. to 9:30 a.m.

You are strongly advised to pick up your academic attire on Friday, May 9, or Saturday, May 10. Please be aware that your **gown will be folded and will need to be steamed.**

In no instance will academic attire be mailed to a student or graduate. If you cannot pick up your academic attire at one of the scheduled times, you may arrange for someone

else to do so; that person should present your receipt and must pay the rental fee. Rental fees must be paid in full by cash or check only. Checks should be made payable to Herff Jones.

Academic attire will not be distributed after 9:30 a.m. on Sunday, May 11.

Return of Academic Attire

Following the Campus-wide Commencement ceremony and/or unit convocation, you must return your rented mortarboard, gown, and hood. Herff Jones representatives will accept rented academic attire at Memorial Stadium, at the following times:

Saturday, May 10	3 p.m. to 6 p.m.
Sunday, May 11	10 a.m. to 8 p.m.
Monday, May 12	8 a.m. to 5 p.m.

Graduates who do not return their rented attire by 5 p.m. on Monday, May 12, are responsible for returning academic attire to the Illini Union Bookstore on Tuesday, May 13 through Friday, May 16, between 9 a.m. and 4 p.m.

Please note that Herff Jones, Inc. will assess a late charge of \$5 per day to all graduates returning rented academic attire after May 12.

SPECIAL NEEDS

Q. Are there any accommodations for students or family members with special needs?

A. Graduates or guests in wheelchairs or for whom walking is difficult may be dropped off for the campus-wide ceremony at the Assembly Hall circle drive on the west side. Inside the building, an usher will direct you to the reserved seating areas. Individuals with disabilities who require special assistance to fully participate in Commencement events may contact the Committee on Commencement by phone at (217) 333-8834 or by email at commencement@uiuc.edu.

Sign language interpretation will be provided on stage; therefore, hearing-impaired students and guests should sit as close to the stage as possible within their designated section to improve visibility.

As a service to parents with small children who may become restless during the hour-and-a-half campus-wide ceremony, the ceremony will be televised in the hallways outside the arena. Please call the Committee on Commencement, (217) 333-8834, if additional accommodations need to be made.