GUIDE TO COMMENCEMENT EXERCISES

DeVry University & Keller Graduate School of Management take immense pleasure in inviting you, your family, and other honored guests to biannual Commencement Exercises for the Addison, Chicago and Tinley Park campuses and their supporting centers. The faculty, administrators and staff are looking forward to honoring the achievements of our graduates as they embark on a new journey in their chosen career fields. Graduates are asked to familiarize themselves with the ceremony details, protocols and expectations outlined in this guide ahead of the date of our commencement exercises. On behalf of the faculty, staff and administration, we would like to say congratulations to all of the graduates and best of luck in your future endeavors. Let nothing stand in your way!

-The Graduation Committee-
CEREMONY DETAILS

Starting Times

10:00 a.m.  Graduate Ceremony (Masters)
2:00 p.m.  Undergraduate Ceremony (Bachelors & Associates)

Venue

Rosemont Theatre
5400 N. River Rd.
Rosemont, IL 60018

Day of Event Schedule

Graduate Ceremony

8:45 a.m.  Rosemont Theater opens for graduate check-in (Enter at South Entrance)
8:45 a.m.  East Entrance opens for all guests (Located off of River Rd)
9:30 a.m.  Line up of graduates by program behind stage
10:00 a.m. Processional/Ceremony begins
11:30 a.m. Recessional/Ceremony expected to conclude
12:00 p.m. All graduates and guests must exit the facility and parking lot to make space for those attending the undergraduate ceremony

Undergraduate Ceremony

12:45 p.m. Rosemont Theater opens for graduate check-in (Enter at South Entrance)
12:45 p.m. East Entrance opens for all guests (Located off of River Rd)
1:30 p.m.  Line up of graduates by program behind stage
2:00 p.m.  Processional/Ceremony begins
3:30 p.m.  Recessional/Ceremony expected to conclude

IMPORTANT DEADLINES

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All important deadlines are listed throughout the graduation webpage at:
http://www.add.devry.edu/Graduation.html

However, in order to highlight the most we have listed them here for your review:
- Deadline to order cap/gown through Jostens
- Deadline to submit a graduation application
- Deadline to request approval to participate in the January ceremony ahead of degree completion (for those finishing in the January session)
- Deadline to notify Graduation Coordinators of special accommodations needed at the ceremony for those with disabilities

More information on how to complete each of these tasks follows in their respective sections within this guide.

**REQUIREMENTS FOR GRADUATES**

All upcoming graduates are required to complete the following steps during their last two sessions at DeVry:

1. **Completion of the Undergraduate Graduation Application by stated deadline**
   A completed application may be emailed or brought to your Career Advisor. You may obtain a *Graduation Application* by visiting

   *Undergraduates:* [http://www.add.devry.edu/PDFs/UndergraduateGraduationApplication.pdf](http://www.add.devry.edu/PDFs/UndergraduateGraduationApplication.pdf)
   *Graduates:* [http://www.add.devry.edu/PDFs/GraduateStudentGraduationApplication.pdf](http://www.add.devry.edu/PDFs/GraduateStudentGraduationApplication.pdf)

2. **Completion of Your Career Services Requirement (Undergraduates only)**
   Please complete the *Registration Form* sent to you via email from your assigned Career Advisor.
   - If you do not require the assistance of Career Services in conducting a job search, completion of your *Registration Form* is all that is required of you from Career Services
   - If you will be conducting a job search and require the assistance of Career Services, please complete your *Registration Form* and then contact the front desk of the Career Services Office at the campus in your metro in order to schedule your senior appointment (phone numbers are listed below). During your appointment, you will have the opportunity to discuss your career goals, as well as get tips on job search strategies and resources NOTE: Please bring a copy of your resume to your appointment for review.

   Addison Metro Career Services Office       630-652-8601
3. **Order Your Cap & Gown from Jostens**
   Place your order either online or over the phone before the **deadline**. Visit Jostens at:
   
   www.jostens.com/devrystudent.

4. **Attend Graduate Fest or Reception at the Campus in Your Metro**
   Pre-graduation events are being held at each of the three campuses in the Chicagoland area to help graduates ensure they are cleared/approved for graduation. Event dates by campus listed at graduation webpage:

5. **Transfer Outstanding Credits**
   The Registrar's Office at the campus in your metro must be provided with any applicable outside transcripts in a timely manner for you to be eligible for graduation. Questions? Contact your Registrar's Office:
   
   - Addison Metro Registrar’s Office 630-652-8370
   - Chicago Metro Registrar’s Office 773-697-2595
   - Tinley Park Metro Registrar’s Office 708-342-3370

**ELIGIBILITY TO PARTICIPATE**

The honor of participating in a commencement exercise is intended for students who complete all of the graduation requirements for their degree in advance of the ceremony date. Students who have met or will meet the requirements prior to the date of the commencement exercise will be notified by email of their eligibility to participate.

Students who wish to participate in a commencement ceremony ahead of their degree completion can submit this request to receive approval to participate from the Dean of Academic Affairs for their metro if the student meets the following criteria:

- The total expected credit hours for undergraduate students should be no more than eight (8) credit hours less than the minimum credit hour requirement for their associate or bachelor's degree program.
- The total expected credit hours for graduate students should be no more than six (6) credit hours less than the minimum credit hour requirement for their master’s degree program.

If you meet the aforementioned criteria and wish to request approval to participate ahead of degree completion, please complete the **Approval to Participate** form which
can be picked up from your local Academics department. Please note that submission of this form does not guarantee approval and that participation in a commencement ceremony is not a guarantee or an indication of degree completion. To officially graduate students must satisfy all academic requirements for their specific degree.

TICKETS
Seating is on a first come, first serve basis and no reserved seating will be allowed. Graduates are permitted to bring five guests to the ceremony. Tickets are not required for the graduation ceremony, however, we ask that graduates adhere to the five guest limit, being mindful that there is limited seating for this ceremony. In the event that there are more guests than seats, a standing room only area with a live feed of the ceremony will be made available in the lobby of the theatre.

PARKING
Parking at the Rosemont Theatre is available in the theatre’s parking lot alongside the south and west sides of the building. Overflow parking is available across Balmoral Ave at the Rosemont Parking Garage or at the Premier Outlet Mall’s garage. Parking is $13.00 per car in all lots. CASH ONLY.

PUBLIC TRANSPORTATION
The CTA Blue Line Rosemont stop is located approximately a half of a mile north of the Rosemont Theatre near the intersection of River Rd and I-90. Please be advised that no shuttle service is available from the station, so please plan accordingly to accommodate an approximate 15 minute walk.

CEREMONY PROTOCOL
In order to ensure that the commencement exercises are a special occasion that commemorates the accomplishments of each and every graduate, we ask that all of those in attendance at the ceremony follow the protocols outlined below.

Check-In
All graduates are asked to arrive approximately 1 hour in advance of the scheduled start time of the ceremony. Anyone choosing to arrive earlier than that time will be standing in the parking lot outdoors.

Upon arrival, graduates are asked to check-in near the South Lobby/Art Club area at the tables designated as the check-in area for the graduate’s home metro. Students are assigned to metros as follows:
Online students should check in with the campus that is closest to their home address. During check-in each graduate will be given a reader card that will include a phonetic pronunciation of the graduate’s name, their degree program and honors (if applicable). Graduates will be asked to complete the back side of the reader card with information on where they would like their official pictures sent to. Graduates will then be free to spend time with family and/or congregate with their fellow graduates until called for line-up approximately 30 minutes before the scheduled start time of the ceremony.

Grades are encouraged to have family or friends hold all personal items such as purses and coats, as there is no place for the graduates to leave them in the check-in area. **NOTE:** Reader cards are essential to the logistics of the ceremony, so all graduates are asked to please tend to their card closely, as the card will have to be passed to the official readers on stage so the graduate’s name and program may be read aloud correctly.

**Line-Up**

Graduates will be called for line up by program by the Line-Up Coordinator back stage in the docking/staging area. At that time, graduates will be asked to find their place in line directly behind the signage posted for their degree program. Graduates are to line-up based on the number in the top corner of their reader card; the numbers serve to alphabetize the graduates within their degree program’s line. Each program will have a member of our staff to assist in ensuring that the graduates are in proper alphabetical order before the processional begins. The specific order that programs will be called up to the stage by degree type is listed in the program booklet that will be distributed on the day of the ceremony.

**Late Arrival**

For any graduate who arrives more than 20 minutes passed the start of the ceremony, participation in the ceremony will be determined by the members of The Graduation Committee based on where we are at in the ceremony. If it is determined that the graduate will be able to participate, they will be directed to general graduate seating at the back of the theatre as to not disturb the ceremony proceedings; graduates will not be permitted to sit within the area designated for their degree program.

**Attire**

DeVry University and Keller Graduate School of Management work closely with an outside vendor, Jostens, to make high quality regalia available to our graduates for their big day. Graduates without proper regalia will not be eligible to participate in the
ceremony. All graduates are asked to order their cap, gown and tassels ahead of the ceremony by visiting Jostens online at www.jostens.com/devrystudent.

Please contact Jostens by phone at 800.854.7464 for Late Charge ordering information

**Honors & Cords**

As grades are not available until after graduation, honor distinctions are determined by a graduate's GPA in the session prior to their final session; all undergraduates with a cumulative GPA of 3.5 or higher, and all graduates with a cumulative GPA of 3.7 or higher in the term prior to their graduating term will receive honor cords during designated graduate events at their respective campuses (please check your home campus’s Career Services website). Student veterans with a general or honorable discharge will be given red/white/blue honor cords at the designated graduate events at their home campus as well. Alternatively, the cords can be picked up at the graduation ceremony from the staff upon check-in. Categories of honors are as follows:

**Honors for Master’s Degrees:**
- With Distinction: 3.70 - 4.00 (Gold Cord)

**Honors for Bachelor’s Degrees:**
- Cum Laude: 3.50 - 3.69 (White Cord)
- Magna Cum Laude: 3.70 - 3.89 (Silver Cord)
- Summa Cum Laude: 3.90 - 4.00 (Gold Cord)

**Honors for Associate’s Degrees:**
- With Honors: 3.50 - 4.00 (White Cord)

**Conduct of our Graduates**

Following the graduate processional into the theatre there will be a playing of the national anthem followed by a keynote address from a guest speaker and brief introductions of the faculty and staff in attendance. At the conclusion of the introduction candidates for graduation will be presented by college and graduates will be called to the stage by program to have their name read and to receive their diploma covers.

Students will take three sets of pictures during their time on stage, the first being in front of a DeVry/Keller back-drop before crossing the stage. Graduates then enter onto the stage and pass their reader card to the official readers at the podium. When the graduate’s name is called they are to proceed across the stage to the diploma cover table, where they will shake hands with one of our Metro Presidents. A second picture will be taken of each graduate as they receive their diploma cover. Graduates then
proceed down the stairs and back to their seat. A third picture will be taken as the graduate exits the stage.

Out of respect for fellow graduates, and for the safety and security of those in attendance, we ask that all graduates and guests remain in their seats for the duration of the ceremony. **Graduates are not permitted to leave immediately following their time on stage.** Degrees will not be conferred by the Deans of Academic Affairs until the last graduate has crossed the stage. Once the conferral has taken place, all candidates for degrees have officially graduated…congratulations!

**Conduct of our Guests**

Personal cameras are permitted, however, photos and videos may not be taken from the foot of the stage; guests must remain seated at all times. Information on ordering official pictures and a DVD of the ceremony will be mailed to graduates directly.

To create an environment that honors the achievements of our graduates equally please note that balloons, air horns and strollers will not be permitted inside the theatre.

**SPECIAL ACCOMMODATIONS**

Any graduate needing special accommodations to cross the stage or family members needing special seating accommodations are asked to notify the graduation coordinator from their home campus (see Questions section below). Interpreters will be onsite for the duration of the ceremony for those who are hearing impaired. Designated seating for handicap guests will be available on the first floor of the venue, but space is limited.

**Deadline for Notification of Special Accommodations: check webpage**

**DIPLOMA DISTRIBUTION**

All graduates will receive their diplomas by mail 6 to 8 weeks after the end of the term, once grades have been entered and GPA’s have been confirmed. If a graduate’s address or name changes prior to graduation, it is the responsibility of the graduate to notify their Registrar’s Office in writing of the change.

**QUESTIONS?**

Please contact the graduation coordinator at from your metro:

*Addison Metro* – Matt Johnson at mjohnson@devry.edu or 630.652.8235
*Chicago Metro* – Cilvia Osborne at cilvia.osborne@devry.com or 773.697.2089
*Tinley Park Metro* – Evelyn Chism at ehill1@devry.edu or 708.342.3752