February 2, 2015

«Full Name»
«Street»
«City», «State» «Zip»

Dear «First»:

This is the first of two letters you will be receiving from the Office of the Registrar regarding the University of Indianapolis Commencement Ceremony on Saturday, May 2, 2015 at 11:00 a.m. in Key Stadium. The ceremony is for all doctoral, master and undergraduate candidates. The ceremony will be open to all family members and guests; no tickets will be needed. **It is extremely important that you read the following information very carefully.**

Enclosed with this letter is an RSVP card indicating your intention to attend the May 2\textsuperscript{nd} commencement ceremony and a space for you to list the pronunciation of your name. **Please complete the card and return it no later than Friday, February 27, 2015.** Students who indicate on the RSVP card that they will not be attending the ceremony will be removed from future mailing lists.

The information listed below is the information as it will be printed on your diploma: Name, Degree, and Graduation Date. It is imperative that you carefully check this information and let us know if your name is printed as you wish it to appear within the commencement program (i.e., you would like your middle name listed, and it is not currently listed.) Your name will appear on your diploma and within the commencement program as it is printed below, unless you indicate otherwise. Only legal names will be printed; no nicknames. Please note that majors and programs are **not** listed on the diploma.

Please make any corrections on this letter and return a copy to Roberta Hurst in the Office of the Registrar (fax: 317-788-3254) no later than February 27\textsuperscript{th}. If corrected information is not received, we will use the data that we currently have.

«Diploma Name»
«Degree»
«Term» *

* Diploma date format follows this example: December 14, 2014.
The following information regarding the Saturday, May 2, 2015 commencement ceremony is extremely important. Please consider sharing this information with your family.

**IMPORTANT GRADUATION INFORMATION**

1. **Commencement Ceremony** - The commencement ceremony will be held on campus in Key Stadium at 11:00 a.m. on Saturday, May 2, 2015 for doctoral, graduate and undergraduate students who completed degree requirements in December 2014 or who plan to complete requirements by May 2015 or August 2015.

2. **Diplomas** – Diplomas will be available for pickup immediately following the ceremony in UIndy Hall until 3:00 p.m. Any diplomas not picked up will be mailed via certified mail to the student’s permanent address the week following the ceremony. Please be sure that your permanent address information is correct by checking UIndy Self-Service (MyUIndy > Quick Links channel > UIndy Self-Service > Personal Information > View Addresses & Phones). If you need to update your address, please contact the Office of the Registrar (317-788-3219).

3. **Inclement Weather Ceremony** – In the case of inclement weather a Watchdog alert will be sent the morning of Saturday, May 2nd to inform you of a change to the ceremony. Please be sure that your emergency Watchdog information is correct to ensure that you receive this notification by logging in to the following site: https://www.getrave.com/login/uindy.

   In the event of inclement weather, two ceremonies will be held in Nicoson Hall in order to accommodate family and guests of the graduates. Please see the information below regarding how students will be divided for the ceremonies:

   **11:00 AM** – All Doctoral students; masters’ and undergraduate students receiving a degree from the **Center for Aging & Community, College of Arts and Sciences, College of Health Sciences and the School of Psychological Sciences**. Please report to the Ruth Lilly Fitness Center no later than 9:30 AM for line-up.

   **3:00 PM** – Masters’ and undergraduate students receiving a degree from the **School for Adult Learning, School of Business, School of Education, and the School of Nursing**. Please report to the Ruth Lilly Fitness Center no later than 12:30 PM for line-up.

4. **Commencement Announcements** - You can order personalized announcements from Clark School Services (http://www.herffjones.com/college/graduation) until March 16, 2015. Any order received after this date will be assessed a late fee. If needed, generic graduation announcements will be available in the UIndy Bookstore (Schwitzer Center).
5. **Caps and Gowns -** Regalia will be available for purchase from the UIndy Bookstore in early April. The bookstore will be provided with a complete list of prospective graduates and their degrees. Bookstore personnel will use the list to determine which cap, gown, and tassel should be purchased. If you think that the information on the bookstore’s list is incorrect, **contact the Office of the Registrar immediately at 317-788-3220. Please do not purchase your commencement regalia until your degree has been confirmed by the Office of the Registrar.**

6. **Photographer -** Chadon Photographers will provide the photography for the commencement ceremony, and graduates will have their pictures taken upon receiving their diploma. Photographers will also be available in Schwitzer Center immediately following the ceremony, providing a variety of backdrops for graduates as well as family photos. Chadon Photographers will notify each graduate via their UIndy e-mail address regarding the delivery date for their proofs along with a pin number for online ordering.

7. **Commencement Ceremony Tickets -** No tickets are required for family or guests who will be attending the ceremony.

8. **Attendance at the Commencement Ceremony -** Please return the enclosed RSVP card to Roberta Hurst, Office of the Registrar, by Friday, February 27th. If your plans change after you have submitted your RSVP, please contact Roberta immediately at 317-788-3220 or rhurst@uindy.edu. **It is extremely important for us to know who will be attending the ceremony.**

9. **Graduation Honors for Baccalaureate Candidates Only -** Graduation honors are based on the criteria outlined on page 63 of the 2013-2015 Academic Catalog. Please note that graduation honors are awarded to baccalaureate degree candidates only and are based on a minimum of 60 GPA hours (as of December 6, 2014) earned in course work at the University of Indianapolis. Honors are determined by using the cumulative grade point average as of the end of Semester I. *(Semester II grades are not included because they are not available at the time the commencement program is printed*. Students graduating with honors will be recognized in the commencement program, will have an honors seal on their diploma, and will have the appropriate notation on their transcript.

   *The honor status will be re-evaluated shortly after Semester II, and students will be notified by mail if there is any change.*

If you have questions regarding your remaining graduation requirements, please contact your academic advisor within the Center for Advising & Student Achievement (Schwitzer Student Center 206). If you have any questions about commencement, please stop by the Office of the Registrar, Esch Hall 131.

Congratulations on your achievement, and I hope to see you at commencement.

Sincerely,

Kristine L. Dozier, Registrar