THE HISTORIC AUDITORIUM THEATRE

Columbia’s Commencement ceremonies will take place at the beautiful and historic Auditorium Theatre, 50 E. Congress Parkway, Chicago, IL. This venue has a stunning atmosphere, abundant seating and is conveniently located near hotels and parking.

GRADUATION APPLICATION

If you are a senior and have not submitted your graduation application yet, you should do so as soon as possible. Undergraduate students can sign into OASIS and follow the instructions there. If you have questions or concerns about the undergraduate application, contact the Office of the Registrar at (312) 369-7769. Master’s Degree students can visit colum.edu/gradforms and follow those instructions. If Master’s Degree students have questions about their degree requirements, they should see their Graduate Program Director.

If you have questions about your remaining requirements, you can check your Advising Guide in OASIS. Undergraduate students can make an appointment with their College Advisor in the College Advising Center.
GRADUATION CHECKLIST

You are ready to graduate! Now what? Follow these steps and you’ll be well on your way to a successful and celebratory culmination of your Columbia student experience.

PREPARE TO GRADUATE - COLUM.EDU/GRADUATIONCHECKLIST

- Apply for undergraduate graduation in OASIS
- Master’s Degree students’ application (visit Graduate Student Support)
- Visit College Advising to review your advising guide in OASIS
- SFS Exit Counseling (required for students with loans)

PREPARE FOR YOUR CAREER - COLUM.EDU/CAREERCENTER

- Activate your account in Handshake for jobs, events, and Career Center appointments
- Polish your resume with a Peer Coach
- Strengthen your portfolio with a Creative Industry Liaison
- Collaborate with a graphic designer for personally branded business cards
- Update your Talent Pool profile and website
- Connect with industry professionals at an Immersion event
- Stop by the Career Center before you graduate, Career Center services are only extended to alumni within six months of graduation.
- Connect with us at: colum.edu/careercenter, careercenter@colum.edu, (312) 369-7280

MANIFEST - COLUM.EDU/MANIFEST

Contact your department’s Manifest liaison in the spring by visiting colum.edu/manifest. Also check the Manifest website and your loopmail for information about these events for graduates!

- Graduating Student Lunch & Class T-Shirt Pick-Up
- Graduating Student Parade | The Great Convergence Kick-Off
- SPB Presents: The Grad Party!

COMMENCEMENT - COLUM.EDU/COMMENCEMENT

- Order tickets (beginning in March online)
- Order invitations, announcements and commencement memorabilia from the Commencement website
- Pick up tickets at the distribution event or as directed by loopmail
- Pick up cap & gown
- Email commencement@colum.edu with questions

COMMENCEMENT GUIDE

HOW DO I PREPARE TO PARTICIPATE IN COMMENCEMENT?

All students, who completed a graduation application, who are participating in their Commencement ceremony should monitor their loopmail accounts regularly for announcements and updates about Commencement procedures. For more information please contact (312) 369-7459 or email commencement@colum.edu.

IS THERE A FEE FOR GRADUATION?

Yes, the non-refundable Graduation fee covers the cost of degree audit processing, your cap and gown, diploma cover, diploma, and the Commencement Ceremony; whether you attend or not. The fee is applied to your account.

HOW DO I MAKE CHANGES TO MY GRADUATION APPLICATION?

Submit a new application in Oasis. You will not be charged a second time.

HOW DO I MAKE SURE MY NAME APPEARS IN THE PRINTED COMMENCEMENT CEREMONY PROGRAM?

Your graduation application must state your date of graduation as being either Fall 2017, Spring 2018, or Summer 2018. Please note, we cannot guarantee your name will appear in the program if we receive your graduation application after April 20, 2018.

WHAT INFORMATION DO GRADUATE MASTER’S DEGREE STUDENTS NEED TO KNOW ABOUT COMMENCEMENT?

For more information on Graduate Commencement please visit Graduate Student Support at students.colum.edu/graduate.

HOW DO I GET FITTED FOR MY CAP AND GOWN?

By listing your height and weight on your graduation application, you ordered your cap and gown. Graduation caps are one size fits all.

WHEN IS CAP AND GOWN DISTRIBUTION?

Cap and gown distribution will take place on Tuesday and Wednesday, May 8th and 9th, 2018 from 10 a.m. - 7 p.m. at The Court (731 S. Plymouth Court). Also, don’t forget to fill out your Alumni card at alumni.colum.edu.

IS COMMENCEMENT A TICKETED EVENT?

Yes. Each graduate will receive six (6) guest tickets during the ticket distribution period. Every attending guest, regardless of age, will need a ticket. There are no extra tickets available. As a graduate, you do not need a ticket for yourself.
HOW DO I RESERVE MY COMMENCEMENT TICKETS?
We will contact you by loopmail when the Commencement ticket portal opens in March. You will be able to reserve up to 6 guest tickets. There will be no extra tickets. After the ticket portal closes, if you have not reserved your tickets, we will do our best to accommodate your needs, but cannot guarantee you six tickets. Reserve your tickets on time!

WHEN CAN I PICK UP MY TICKETS?
Ticket Distribution will take place on April 16th from 10 a.m. – 3 p.m. and April 17th from 3 p.m. - 7 p.m. The location for both days is 1104 S. Wabash, Conaway Center, 1st floor.

IF I CANNOT MAKE THOSE PICK-UP DATES/TIMES, WHAT SHOULD I DO?
You may send a representative to pick up your tickets at Ticket Distribution. Please refer to the Proxy Pick-Up Form on our website and have your representative bring the form to Ticket Distribution.

WHAT SHOULD I BRING WITH ME TO PICK UP MY COMMENCEMENT TICKETS?
You will need to bring your student I.D. and sign for your tickets in order to claim them. Tickets cannot be mailed, and there is no will call.

WHAT TIME SHOULD I ARRIVE FOR MY CEREMONY?
Graduates should arrive at the Auditorium Theatre (Roosevelt University entrance) at 430 S. Michigan Avenue no later than one hour before their ceremony and follow the signs to the processional staging area on the 2nd floor. Once there, you will be assembled by major in preparation for the procession. Guests can enter the theatre at 50 E. Congress, up to 45 minutes before the ceremony, where they can enjoy a concert featuring Columbia’s student music ensembles.

HOW LONG IS EACH CEREMONY?
Each ceremony will last approximately two hours.

HOW CAN I ARRANGE FOR SPECIAL ASSISTANCE FOR MYSELF OR ONE OF MY GUESTS?
If you require assistance during the Commencement ceremony, we are happy to accommodate you. Please contact (312) 369-7459 or email commencement@colum.edu.

HOW CAN I GET MY GRADUATION PHOTOS, ANNOUNCEMENTS AND OTHER MEMORABILIA?
There will be opportunities for you to sit for formal portraits or head shots at the Grad Expo(s) and Cap and Gown Distribution with Gradimages, our Commencement photographers. GradImages will also be at the Auditorium Theatre taking your photo as you cross the stage. After the ceremony, you may visit their website www.gradimages.com and purchase your photo package. You may also order personalized printed announcements, class rings, or other items through Herff Jones - www.herffjones.com. Links for the above can also be found by visiting colum.edu/commencement in the Memorabilia section.

DO I GET MY DIPLOMA AT THE CEREMONY?
You will only receive your diploma cover when you cross the stage at Commencement. Your diploma will be mailed separately. Only students who attend Commencement will receive a diploma cover. A limited supply of diploma covers will be available in the Office of the Registrar following Commencement on a first come, first served basis. If you did not attend the ceremony, and you would like to pick up a cover, please visit the Office of the Registrar at 600 S. Michigan, room 611 during regular business hours following the Commencement ceremony.

HOW DO I GET MY DIPLOMA?
Diplomas for undergraduates will be mailed to the address you provided approximately 2 weeks after the posting of your degree. If you did not provide a specific mailing address, your diploma will be mailed to your permanent address on file. The Office of the Registrar will send an email to your Loop account when your diploma has been shipped. Feel free to call us at (312) 369-7769 with any questions. All outstanding charges must be paid and you must complete your exit counseling before your diploma will be mailed. Please check your Oasis account to see if you have any financial restrictions. If so, please call (866) 705-0200 to settle your account.
DOES COLUMBIA RECOMMEND ANY SPECIFIC HOTELS?
Listed below are several hotels in the downtown area. We recommend you make your reservations as soon as possible. Traditional Columbia discounted rates may not apply; however, feel free to ask when you make your reservations, in case circumstances allow for discounts.

HOTEL BLAKE - Columbia Rate
500 S. Dearborn
Chicago, IL 60605
Reservations: (312) 986-1234

CLUB QUARTERS - Columbia Rate
111 West Adams St.
Chicago, IL 60603

BLACKSTONE HOTEL
636 S. Michigan Ave.
Chicago, IL 60605
Reservations: (312) 447-0955
http://cwp.marriott.com/chiab/columbia

BEST WESTERN GRANT PARK - Columbia Rate
1100 S. Michigan Ave.
Chicago, IL 60605
Reservations: (312) 922-2900

HAMPTON INN AND SUITES CHICAGO DOWNTOWN
33 Illinois St.
Chicago, IL 60654
(800) 429-1152

PALMER HOUSE HILTON
17 East Monroe
Chicago, IL 60605
Reservations: (877) 865-5321

RESIDENCE INN BY MARRIOTT
201 E. Walton Place
Chicago, IL 60605
Reservations: (312) 943-9800

HOMEWOOD SUITES BY HILTON
40 E. Grand Ave.
Chicago, IL 60605
Reservations: (312) 644-2222

HOTEL SAX CHICAGO
333 N. Dearborn
Chicago, IL 60610
Reservations: (312) 245-0333

HOLIDAY INN EXPRESS
640 N Wabash Avenue
Chicago, IL 60611
Reservations: (888) HOLIDAY

INTERCONTINENTAL CHICAGO
505 N Michigan Ave
Chicago, IL 60611
Reservations: (312) 944-4100

HOLIDAY INN & SUITES
506 W Harrison St
Chicago, IL 60607
Reservations: (312) 957-9100

IF I AM NO LONGER ABLE TO PARTICIPATE IN THE COMMENCEMENT CEREMONY, WHAT SHOULD I DO?
Students indicate whether or not they will participate in the Commencement ceremony when they apply for graduation. If you choose not to participate, there is no formal procedure to withdraw, simply do not attend.

HOW CAN I GET INVOLVED IN MANIFEST?
Visit the Manifest website; colum.edu/manifest in the spring semester for information on how to participate.

HOW CAN I STAY CONNECTED AFTER I GRADUATE?
Join the alumni community by setting up an online profile at alumni.colum.edu. Send us a Class Note highlighting your most recent news and accolades at alumni.colum.edu/classnotes.

Leave your mark on Columbia College Chicago and join your fellow graduates by giving back at colum.edu/giving. Connect with your fellow alumni on Columbia College Chicago Alumni social media pages:

Contact us at:

Columbia College Chicago Alumni
ColumAlum

Development and Alumni Relations National Office
600 S. Michigan Ave.
Suite 400
Chicago, IL 60605
(312) 369-7287
alumni@colum.edu

Development and Alumni Relations - West Coast
(213) 500-7991
sschroeder@colum.edu

Information contained in this Commencement Guide is subject to change. Please stay up to date by visiting the Commencement website colum.edu/commencement and monitoring your loop mail.
We are seeking a student speaker for each Commencement Ceremony. The selected students will have to state why they should be selected to represent their class as well as express to the selection committee how their Columbia experience has impacted their educational journey.

The speech must appeal to and capture the attention of your classmates and should be no longer than 5-7 minutes in length. You are also required to submit two letters of reference stating why you should be selected to represent your class. At least one of your reference letters must be from a Columbia College Chicago faculty or staff and the other may be from a professional or community based organization.

All applications are due Monday, April 9th by 12:00am (Midnight).

If you are selected as a finalist, you will be notified the week of April 16th and be asked to provide a written draft of your speech and provide an in-person presentation to the selection committee.

Visit [colum.edu/commencement](http://colum.edu/commencement) and submit your Commencement Student Speaker application today!