CLASS OF
2018 - 2019
FALL COMMENCEMENT GUIDE
MAY 11 & 12
AUDITORIUM THEATRE
50 E. CONGRESS PKWY
COLUM.EDU/COMMENCEMENT

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CLASS OF
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MAY 11 & 12
AUDITORIUM THEATRE
50 E. CONGRESS PKWY
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<table>
<thead>
<tr>
<th>Time</th>
<th>Undergraduate Ceremony</th>
<th>Graduate Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATURDAY, MAY 11</td>
<td>Creative Writing</td>
<td>Cultural Studies</td>
</tr>
<tr>
<td>10:00 A.M.</td>
<td>Early Childhood Education</td>
<td>Dance – includes Creative Arts Therapies</td>
</tr>
<tr>
<td>2:00 P.M.</td>
<td>Business and Entrepreneurship</td>
<td>Communication (includes Radio)</td>
</tr>
<tr>
<td></td>
<td>Audio Arts and Acoustics</td>
<td></td>
</tr>
<tr>
<td>SUNDAY, MAY 12</td>
<td>Cinema and Television Arts</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>10:00 A.M.</td>
<td>Science and Math (Arts and Materials Conservation)</td>
<td>Art and Art History</td>
</tr>
<tr>
<td>2:00 P.M.</td>
<td>Design</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>Photography</td>
<td>Interactive Arts and Media (includes Animation)</td>
</tr>
</tbody>
</table>
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 have not submitted your graduation application yet, you should do so as soon as possible by logging into OASIS, clicking on the Students Tab and selecting the appropriate application under Online Forms. If you have questions or concerns about the undergraduate application, contact the Office of the Registrar at (312) 369-7769 or registrar@colum.edu.

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. If Master’s Degree students have questions about their degree requirements, they should see their Graduate Program Director.

You’ve just spent the last few years at Columbia College Chicago preparing for the future and now it’s time to step into that future and make it happen! We’re here to help you through this process, and keep you organized every step of the way.

CORNATULATIONS! YOU’VE MADE IT!

THE HISTORIC AUDITORIUM THEATRE

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 8th by 12:00 a.m. (Midnight).

If you are selected as a finalist, you will be notified the week of April 15th 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 and submit your Commencement Student Speaker application today!

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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 graduation in OASIS
- 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
- Active your Portfolium profile and add projects
- Strengthen your portfolio with a Creative Industry Liaison
- Collaborate with a graphic designer for personally branded business cards
- Connect with industry professionals at Career Center events
- Stop by the Career Center before you graduate, Career Center services are only extended to alumni within one year 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 Manifest Kick-Off

COMMENCEMENT - COLUM.EDU/COMMENCEMENT

- Order tickets (beginning early March via colum.edu/commencement)
- 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

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, please update your application on OASIS to indicate that you will 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! As an alum, you can attend special events, serve as a volunteer, mentor and much more! Set up your profile at alumni.colum.edu to receive event invitations, alumni e-newsletters and DEMO Magazine!

- We Love To Hear From You!
  Send us your most recent news and exiting accolades at alumni.colum.edu/classnotes.

- Leave Your Mark!
  Help shape what’s next for the next generation of students by giving back at colum.edu/giving.

- Follow Us!
  Connect with your fellow alumni on social media.

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.
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.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOTEL BLAKE</td>
<td>500 S. Dearborn</td>
<td>(312) 447-0955</td>
<td><a href="http://cwp.marriott.com/chicago/columbia">http://cwp.marriott.com/chicago/columbia</a></td>
</tr>
<tr>
<td>RESIDENCE INN BY MARRIOTT</td>
<td>201 E. Walton Place</td>
<td>(312) 943-9800</td>
<td></td>
</tr>
<tr>
<td>HOMEWOOD SUITES BY HILTON</td>
<td>40 E. Grand Ave.</td>
<td>(312) 644-2222</td>
<td></td>
</tr>
<tr>
<td>HOTEL SAX CHICAGO</td>
<td>333 N. Dearborn</td>
<td>(312) 245-0333</td>
<td></td>
</tr>
<tr>
<td>BEST WESTERN GRANT PARK</td>
<td>1100 S. Michigan Ave.</td>
<td>(800) 429-1152</td>
<td></td>
</tr>
<tr>
<td>BLACKSTONE HOTEL</td>
<td>636 S. Michigan Ave.</td>
<td>(312) 447-0955</td>
<td></td>
</tr>
<tr>
<td>PALMER HOUSE HILTON</td>
<td>17 East Monroe</td>
<td>(877) 865-5321</td>
<td></td>
</tr>
<tr>
<td>HOLIDAY INN EXPRESS</td>
<td>640 N Wabash Avenue</td>
<td>(312) 944-4100</td>
<td></td>
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<tr>
<td>INTERCONTINENTAL CHICAGO</td>
<td>505 N Michigan Ave.</td>
<td>(312) 944-4100</td>
<td></td>
</tr>
<tr>
<td>HOLIDAY INN &amp; SUITES</td>
<td>506 W Harrison St.</td>
<td>(312) 957-9100</td>
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</tr>
</tbody>
</table>

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?
Update your graduation application on the Students tab of OASIS.

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 2018, Spring 2019, or Summer 2019. Please note, we cannot guarantee your name will appear in the program if we receive your graduation application after April 19, 2019.

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 7th and 8th, 2019 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 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 RESERVE MY COMMENCEMENT TICKETS?
Our Commencement ticket portal will open early March via colum.edu/commencement. You will be able to reserve up to 6 guest tickets and pick them up in April during Ticket Distribution. Be sure to reserve your tickets before trying to pick them up!

WHEN CAN I PICK UP MY TICKETS?
Ticket Distribution will take place on April 15th from 10 a.m. – 3 p.m. and April 16th 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.

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