

Spring 2018 Commencement Checklist

Apply to graduate using PAWS by March 21

This begins the process to ensure you are eligible to graduate and participate in the commencement ceremonies.

Order your Cap and Gown by March 28

To order your cap and gown, go to www.eiu.edu/commence. Click on “Before Commencement” on the left, then click on “Cap and Gown Rental.” A \$20 late charge may apply after the cap and gown order deadline. Do not order a cap and gown if you have not applied to graduate (through PAWS) or to participate by [exception](#).

Need Accommodations or planning a meal?

Visit <http://www.eiu.edu/alumni/lodging.php> for a listing of lodges choices and area restaurants.

Are a graduate with special needs?

If so, please contact the Alumni Services staff at 217-581-6616 to make arrangements in advance of the ceremonies.

Pick up your tickets May 2 and 3rd

Space is limited at Lantz Arena, so graduates are allotted a specific number of tickets for family and friends. Ticket distribution will be Wednesday, May 2, and Thursday, May 3, in the Arcola/Tuscola Room on the 3rd floor of the Martin Luther King Jr. University Union from 9 a.m. to 5 p.m. For those graduates who are not taking classes on campus and/or cannot be on campus those dates you may request tickets be left at “Will Call” to be picked up Saturday before the ceremony in Lantz Arena. Visit eiu.edu/commence, click on “Before Commencement”, then click “Commencement Tickets”.

Pick up your cap and gown May 2 and 3

Cap and gown distribution will be on Wednesday, May 2, and Thursday, May 3, in the Mattoon/Charleston Room on the 3rd floor of the Martin Luther King Jr. University Union from 9 a.m. to 5 p.m. For those graduates who are not taking classes on campus and/or cannot be on campus those dates there will be additional pick up on Friday, May 4, from 1 p.m. to 5 p.m. in the Student Rec Center, or they can be picked up Saturday before the ceremony in the Student Rec Center.