



## Spring 2020 Commencement Checklist

- Apply to graduate using PAWS by March 25**  
This begins the process to ensure you are eligible to graduate and participate in the commencement ceremonies.
- Order your Cap and Gown by April 3**  
To order your cap and gown, go to [www.eiu.edu/commence](http://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 6 and 7**  
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 6, and Thursday, May 7, in the Arcola/Tuscola Room on the 3<sup>rd</sup> 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](http://eiu.edu/commence), click on “Before Commencement”, then click “Commencement Tickets”.
- Pick up your cap and gown May 6 and 7**  
Cap and gown distribution will be on Wednesday, May 6, and Thursday, May 7, in the Mattoon/Charleston Room on the 3<sup>rd</sup> 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 can have their gown shipped to their home, or they can be picked up Saturday before the ceremony in the Student Rec Center.

## Ceremony Times Saturday, May 9 at Lantz Arena

<b>9:00am</b>	College of Education and the Graduate School
<b>11:30am</b>	College of Health and Human and the Graduate School
<b>2:30pm</b>	Lumpkin College of Business and Technology and the Graduate School
<b>5:30pm</b>	College of Liberal Arts and Sciences and the Graduate School