

*S*ALUTE TO GRADUATES

AND

COMMENCEMENT INFORMATION

ROOSEVELT UNIVERSITY



MESSAGE TO GRADUATES



I extend my sincerest congratulations on behalf of the faculty and administration of Roosevelt University. Your perseverance has paid off, and you soon will be a Roosevelt University alumnus. Each of you deserves praise for your scholarship and hard work.

You are graduating from a university that is 64 years old and that has more than 70,000 graduates. This May, you will join more than 800 of your classmates in Commencement exercises in Roosevelt's own Auditorium Theatre.

This "Salute to Graduates" reception has been designed to ensure that your participation in commencement activities is memorable and enjoyable. This booklet provides you with all of the information you and your family need to plan for this exciting time in your life.

On behalf of the entire Roosevelt University community, I salute you and wish each of you success in your future endeavors.

A green cursive signature of Charles R. Middleton.

Charles R. Middleton
President, Roosevelt University

*S*ALUTE TO GRADUATES

Monday, April 13, 2009, Noon - Chicago
Thursday, April 16, 2009, 1 p.m. - Schaumburg

WELCOME

THANK YOU FOR PARTICIPATING IN THE ROOSEVELT UNIVERSITY SALUTE TO GRADUATES PROGRAM. WE ARE PLEASED TO PROVIDE YOU WITH THE FOLLOWING SERVICES AT OUR SPECIAL RECEPTION TODAY:

Traditions U.S.A.

Traditions, a leader in graduation and commencement programming, will be selling caps and gowns, announcements, diploma frames and rings.

Chappell Studios

A professional photographer is available at today's reception to take portraits of graduating students. Proofs will be sent to your home in approximately two weeks. Please take advantage of this offer, as it is difficult to predict how your picture on stage at the ceremony will come out.

Chappell's Customer Service number is (800) 424-3686.

Graduate Admission

Stop by the Office of Admission table to learn about our graduate programs. An admission counselor is available to talk to students about graduate admission, financial aid and scholarship opportunities.

Alumni Association

The Roosevelt University Alumni Association welcomes you! Come and discover the various programs and benefits available to you as an alumnus of Roosevelt University. Get actively involved in the Alumni Council, chapters and clubs to support the best interests of the University. For further information, contact the Office of Alumni Relations at (312) 341-3624 or alum@roosevelt.edu.





Career Services

A degree can open the door to new career opportunities. Consider taking a few moments to speak with a representative from the Office of Career Services to make sure that you land the job of your dreams. You may want to:

- Discuss available job options
- Learn job hunting strategies
- Have your résumé critiqued
- Review Career Services resources
- Discuss interviewing skills
- Celebrate your new job offer!

Call (312) 341-3560 for more information at the Chicago Campus (Room 470) and (847) 619-7921 at the Schaumburg Campus (Room 125). Of course, as an alumnus, you are always welcome to use the services provided by this office.

International Students

Please stop by the Office of International Programs table to receive a special remembrance of Roosevelt University.

Center for Student Involvement / Center for Campus Life

“I Just Wanted to Say Thank You” thank-you notes will be provided for you to write messages to those who have made your Roosevelt experience more than just a degree. We will be happy to deliver these messages to each Roosevelt community member.



138TH COMMENCEMENT

Friday, May 15, 2009

Auditorium Theatre of Roosevelt University

Noon

College of Arts and Sciences

Chicago College of Performing Arts

Evelyn T. Stone College of Professional Studies

Theatre doors open at 11 a.m. for friends and family to be seated.

COMMENCEMENT BEGINS PROMPTLY AT NOON.

3:30 p.m.

College of Education

Walter E. Heller College of Business Administration

Theatre doors open at 2:30 p.m. for friends and family to be seated.

COMMENCEMENT BEGINS PROMPTLY AT 3:30 P.M.

Each Commencement Ceremony is approximately 90 minutes long.

VITAL GRADUATION FACTS

INFORMATION FOR YOUR GUESTS

Commencement Ceremony Tickets

No tickets are issued for the Commencement ceremonies. You may invite as many guests as you want, but seating is limited and provided on a first-come, first-served basis.

Guests with Disabilities

The historic Auditorium Theatre has limited space available for guests requiring accessible seating. To request accessible seating, please complete the online request form at www.roosevelt.edu/commencement or call the Office of Student Services at (312) 341-2004 by Friday, May 8.

Requests will be honored on a first-come, first-served basis. **Only one escort may accompany each guest due to limited seating.**

An ASL interpreter will be at the ceremony.





For requests and questions about other accommodations, please contact the Office of Disability Services at (312) 341-3810.

About the Seating Area

- There are many steps to climb to get to the seating area.
- Balloons and strollers are not allowed in the seating area.
- Food and beverages are not allowed in the theatre.
- Out of consideration for all graduates and their families, please encourage your guests, including children, to remain attentive and quiet during the ceremony. Please turn off all cell phones and pagers.

INFORMATION FOR GRADUATES

Graduates with Disabilities

Graduating students with special needs who may need assistance accessing the Auditorium Theatre stage should contact Nancy Litke in the Office of Disability Services at (312) 341-3810 by Friday, May 8.

Personal Property

There are no facilities to store coats or personal property. The University is not responsible for the loss of personal property. When you go to your assembly place, **do not bring any items that cannot be carried with you to the ceremony.**

Attire: Caps and Gowns

Dress should be appropriate for the occasion. All student robes are black. Caps are to be worn parallel to the floor with tassels on the right side for bachelor's candidates. **Undergraduates** should keep their tassels on the right until asked to switch them at the end of the ceremony. **Graduate** candidates should wear their tassels on the left side at all times.

Name Card

Names are listed in the program and announced on stage as they are in the student database and on your official records. Name cards will be available in the assembly rooms on the day of Commencement. **DO NOT LOSE THIS CARD.** This card will be given on stage to the reader, who will announce your name and present you to your college dean and President Middleton to receive a diploma cover. You may write your name phonetically. The name printed on your diploma will be as you entered it on your application for graduation.

Chappell Studio Photographers

A professional photographer will be taking photographs of each graduate **as the diploma cover is presented and as you reach the bottom of the stairs** when leaving the stage. (Smile for the photographer!) Proofs will be sent to you approximately two weeks after the ceremony. Any questions may be directed to Chappell Studios at (800) 424-3686. **Other photographers are not permitted in the aisles or on the stage during the ceremony.**

Honors

Franklin Honors Society: All eligible bachelor's degree candidates will receive a nomination letter by mail. Minimum requirement for nomination is a 3.75 G.P.A. (Note: Students who enrolled prior to fall 2004 need a minimum G.P.A. of 3.5). Certificates and honor cords will be distributed at the Franklin Honors Society Ceremony on May 6, 2009 at the Schaumburg Campus and May 12, 2009 at the Chicago Campus. Event information will be listed on your nomination letter. The RSVP information will be included in the letter and is required for attendance at the ceremony.

Any questions, please contact Florentino Herrera, Jr. at (312) 341-3685.

Master Candidates: Students who entered the University prior to summer 2003 may be awarded honors according to their department's requirements. Students who entered in summer 2003 or later are not eligible for honors. Questions should be directed to your department chairperson. Graduate honors **are not** listed in the program or announced at the ceremony but will be posted on your official records and diploma.

Commencement Day Service Representatives

Representatives from the Office of the Registrar and Traditions U.S.A. will be available in Room 320 on the day of the ceremony to handle general information only. Any problems, questions, exchanges, etc. must be handled prior to Commencement day during regular business hours.



All graduates should be at these line-up locations 45 minutes prior to the ceremony.



DEGREE INFORMATION



College of Arts and Sciences (AS), Chicago College of Performing Arts (CCPA) and Evelyn T. Stone College of Professional Studies (CPS)

Noon ceremony students must be in the following assembly rooms by 11:15 a.m.

Degree Code	Degree Name and College	Color	Assembly Room
PsyD	Doctor of Psychology, AS	white	330
MSHTM	Master of Science in Hosp and Tour Mgmt, CPS	golden yellow	330
MATD	Master of Arts in Training and Development, CPS	white	330
MIDS	Master of Interdisciplinary Studies, CPS	white	330
PSP	Certificate in Paralegal Studies, CPS	purple	330
MFA	Master of Fine Arts, AS	white	314
MSIMC	Master of Science in Integrated Mkt Com, AS	golden yellow	316
MPA	Master of Public Administration, AS	peacock blue	308
MSJ	Master of Science in Journalism, AS	maroon	308
MS	Master of Science, AS	golden yellow	306
MA	Master of Arts, AS	white	306
MA	Master of Arts, CCPA	brown	326-E
MFA	Master of Fine Arts, CCPA	brown	326-E
MM	Master of Music, CCPA	pink	326-E
PD	Professional Diploma, CCPA	pink	326-E

E = East M = Middle

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College of Arts and Sciences (AS), Chicago College of Performing Arts (CCPA) and Evelyn T. Stone College of Professional Studies (CPS)

Noon ceremony students must be in the following assembly rooms by 11:15 a.m.

PED	Performance Diploma, CCPA	pink	326-E
BSHTM	Bachelor of Science in Hosp and Tour Mgmt, CPS	golden yellow	434
BPS	Bachelor of Professional Studies, CPS	black	430
BGS	Bachelor of General Studies, CPS	black	426
BS	Bachelor of Science, AS	golden yellow	414
BA	Bachelor of Arts, AS	white	410
BA	Bachelor of Arts, CCPA	brown	420
BFA	Bachelor of Fine Arts, CCPA	brown	420
BM	Bachelor of Music, CCPA	pink	420
BMA	Bachelor of Musical Arts, CCPA	pink	420

E = East M = Middle

**College of Education (COE)
and Walter E. Heller College of Business Administration (WEHCBA)**

3:30 p.m. ceremony students must be in the following assembly rooms by 2:45 p.m.

Degree Code	Degree Name and College	Color	Assembly Room
DE	Doctor of Education, COE	light blue	330
MA	Master of Arts, COE	light blue	326-M
MSHRM	Master of Science in Human Resource Mgmt, WEHCBA	drab	326-E
MSIS	Master of Science in Information Systems, WEHCBA	drab	326-E
MSIB	Master of Science in International Business, WEHCBA	drab	326-E
MSRE	Master of Science in Real Estate, WEHCBA	drab	326-E
MSA	Master of Science in Accounting, WEHCBA	drab	326-E
MBA	Master of Business Admin, WEHCBA	drab	314
BAE	Bachelor of Arts in Education, COE	light blue	434
BSBA	Bachelor of Science in Business Admin, WEHCBA	drab	430

E = East M = Middle



*P*ROCESSIONAL

After the degree groups have assembled, an assistant marshal will review the Commencement procedures with you. Candidates will enter the Auditorium Theatre through the Wabash lobby. Candidates remain standing until the marshal gives the signal to be seated. It is customary to remove caps for the national anthem and to leave them off until degrees are conferred.

Conferring Degrees

After awarding any honorary degrees, the marshal will ask doctoral candidates to rise and come to the stage. Doctoral degree recipients will be presented to the president and their college dean to be hooded. The marshal then presents each dean and asks graduates to stand and proceed to the stage for awarding of their degrees. Master's degree recipients, preceded by an assistant marshal, will walk single file down the left (north) aisle and ascend the stage to present themselves to the dean and president.

The dean shakes the graduate's right hand, a picture is taken, and the student walks forward to President Middleton who shakes the graduate's right hand and places the diploma cover in the left hand. After receiving the cover, graduates leave the stage via the south staircase, have pictures taken at the bottom of the stairs and return to their seats. Graduates remain standing until the marshal gives them the signal to be seated. Bachelor's degree and all other graduating groups follow the same procedure.

The Auditorium Theatre will be cleared immediately following the Commencement ceremony.

The reception on the second floor of the Auditorium Building in the Congress and Fainman Lounges is the perfect place to meet your guests after the ceremony!

Please make sure to inform all of your guests.

*R*ECEPTION

The Roosevelt University Alumni Association cordially invites you and your guests to a reception immediately following the Commencement ceremony. This is a good place to plan to meet your family and friends.

Photos with President Middleton are available in the Michigan lobby. The reception is in the Congress and Fainman Lounges, second floor, Michigan Avenue side of the Auditorium Building. There will be a table and signage designating the area for each college.

SSUING DIPLOMAS

The balance on your student account must be zero before your diploma is released. Questions concerning tuition and fees should be directed to the Office of Student Accounts at (312) 341-3570, Room 209, Chicago Campus. Graduates who have successfully completed all requirements by the established deadlines and do not have a financial encumbrance may choose to receive their diplomas one of the following ways:

Diploma Pick-up Days:

Chicago	June 16-18	9 a.m. - 6 p.m.	Room 124M
Schaumburg	June 23-25	9 a.m. - 6:30 p.m.	Room 120

Paralegal Studies certificates will be mailed. Contact the Paralegal Studies Program office for more information at (312) 281-3300.

Mailing of Diplomas:

Any diploma not picked up will be mailed in June to the address in the student database. Make sure you keep your addresses up to date using RU Access.

If you clear your balance **any time** after these issue dates, you must call (312) 341-2064 to receive your diploma. **It will not be mailed automatically.**

RANSCRIPTS

Transcripts with degrees posted will be available June 12. They may be ordered through RU Access, in writing or in person at the Office of the Registrar at either campus. The cost is \$5 per copy. All tuition and fees must be paid before a diploma or transcript is released.





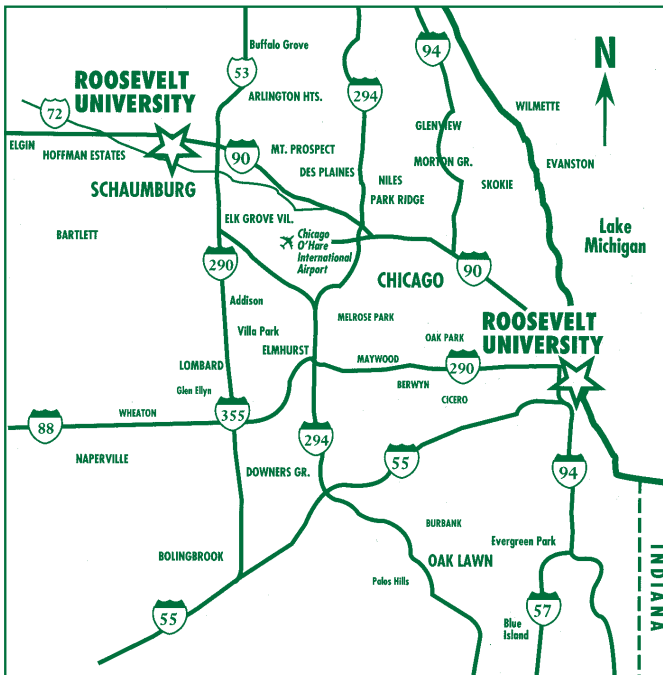
LOCAL PARKING

Parking rates range from \$10 to \$20. These are for the closest lots to the Auditorium Theatre, although there are many others around Roosevelt. We recommend the Grant Park South Garage, as it is the largest. Enter the Grant Park South Garage going north on Michigan Avenue just past Van Buren Street.

Grant Park South
Michigan and Van Buren

Park One
525 S. Wabash

Park One
434 S. Wabash



DIRECTIONS: SCHAUMBURG TO CHICAGO CAMPUS

Take I-90 East (Kennedy Expy.) into Chicago. Take the east exit at Congress Parkway (500 South). Roosevelt University is located at the northwest corner of Congress and Michigan Avenue.

OR

Take 290 East (Eisenhower Expy.) into Chicago. In the Chicago Loop, 290 East becomes Congress Parkway. Roosevelt University is located at the northwest corner of Congress and Michigan Avenue.



CONGRATULATIONS,
Class of 2009



IMPORTANT PHONE NUMBERS

Department	Chicago	Schaumburg
Alumni Relations Office	(312) 341-3624	
Bookstore	(312) 341-3592	(847) 619-8660
Career Services	(312) 341-3560	(847) 619-7921
Center for Student Involvement/ Center for Campus Life	(312) 341-2015	(847) 619-7940
Chappell Studios	(800) 424-3686	
Disability Services	(312) 341-3810	
Graduate Admission	(312) 281-3252	(847) 619-8600
Graduation Services	(312) 341-2064	
Information Desk	(312) 341-3555	(847) 619-7300
International Student Programs	(312) 341-3531	
Paralegal Studies Program	(312) 281-3300	
Registrar's Office/Transcripts	(312) 341-3535	(847) 619-7950
Student Accounts	(312) 341-3571	(847) 619-7974
Traditions USA Caps, Gowns, Rings and Announcements	(800) 297-GRAD (888) 550-TRAD (fax)	
University Communications	(312) 341-3510	(847) 619-8281

ROOSEVELT UNIVERSITY

www.roosevelt.edu