

February 2011

Dear Graduation Candidate,

I am delighted to address you as a prospective member of Calumet College of St. Joseph's graduating class of 2011. We are very proud of the work you have accomplished to date and wish you well as you complete your studies.

Our commencement ceremony will take place on Saturday, May 21, 2011 at Bishop Noll Institute in Hammond, Indiana. In order to participate in the ceremony you must have no more than 12 credit hours remaining in your coursework. **Please complete the attached verification form. Most importantly, show your name as you want it displayed on your diploma. Additionally, indicate whether or not you wish to participate in our commencement ceremony. You must return this form no later than Monday, March 7, 2011.** If we do not receive this form on time, you will not be able participate in this year's commencement exercises.

Your cooperation is needed to help make our commencement ceremony a memorable event. You will find important information enclosed regarding activities leading up to commencement, as well as instructions for graduation day itself. We have learned over the years that a graduation rehearsal is impractical. **Therefore, it is important to read the enclosed instructions carefully before May 21st.** This information can also be found at www.ccsj.edu/advising/graduation.html.

Again, congratulations on your achievement! We look forward to celebrating your graduation with you.

Sincerely,

A handwritten signature in cursive script that reads "Melisha Henderson".

Melisha Henderson, MBA
Vice President of Student Life

COMMENCEMENT INFORMATION SHEET – PAGE ONE

Grad Finale – 2011

Thursday, March 30, 2011 3:00 – 7:00 p.m. Calumet College of St. Joseph - Room 200

Grad Finale is a “one-stop shopping experience” at which studio-quality graduation photographs can be taken by a **professional photographer**, **cap and gown pick-up**, graduation memorabilia can be purchased (Jostens), and all remaining department requirements can be completed.

Academic Garment (Cap and Gown) Pick-up

You may pick up your academic robes, hoods and tassels in the Black Box Lobby, 2nd floor during Grad Finale. If you are not able to attend Grad Finale below you will find the date and time of an additional cap and gown pick-up day.

Saturday, May 7th **Room 527** **10:00 a.m. - 3:00 p.m.**

- Gown colors are black for Masters Degrees, black for Baccalaureate Degrees, and burgundy for Associate Degrees.
- Tassel colors are coordinated with your academic disciple color.
- December and May graduates with honors or distinction (based on verified GPA) will be provided with an honor's stole. (By decision of the Faculty Senate, August graduates, who are officially designated as candidates, are not provided with honor's stoles since they have not yet fulfilled all of their course requirements and a final GPA cannot yet be determined.)

Graduation Banquet and Awards Ceremony

Friday, May 13, 2011 6:00 p.m. Cocktails
7:00 p.m. Awards Dinner with music and dancing to follow
Dynasty Banquet Hall, 4125 Calumet Avenue, Hammond, Ind.

The cost for the banquet is \$25.00 per person with a cash bar. Invitations will be sent separately. Tickets for the event can be purchased at Grad Finale. **Due to limited seating, reservations are required. Tickets cannot be purchased on the evening of the banquet.**

Baccalaureate Mass

Saturday, May 21, 2011 **10:00 a.m.** **St. Margaret Mary Church (next to Bishop Noll), Hammond, Ind.**

Although all graduates and their families and friends are invited and encouraged to attend the celebration of the Catholic Mass prior to the graduation ceremony itself, attendance is optional.

- 9:30 a.m. Report to Bishop Noll Auditorium where you will be directed to your assigned seat. Academic gown, mortarboard, and hood should be worn during the Baccalaureate Mass.
- 9:45 a.m. A procession will be formed and moved to the Church. Marshals will direct you to your seat.
- 10:00 a.m. Mass will begin. All participants are encouraged to participate in the responses and to sing the hymns. Following the Mass, Marshals will lead the graduation party out of the Church.

COMMENCEMENT INFORMATION SHEET – PAGE TWO

Commencement Exercises - **Open Admission (No tickets will be distributed for this event.)**

Saturday, May 21, 2011 **12:00 p.m.** **Bishop Noll Institute, 1519 Hoffman Street, Hammond, Ind.**

10:45 a.m. Graduates report to the table in front of the auditorium to register and receive procedures. You will receive further instructions while seated in the auditorium.

Please be aware that the College and Bishop Noll cannot be responsible for your personal items. Therefore, we advise you to leave these items with family or friends or in your automobile.

IMPORTANT – Graduates are expected to arrive promptly at 10:45 a.m. with cap and gown.

College staff will be available to assist you with the proper wearing of the Academic gown, mortarboard, and hood.

12:00 p.m. The commencement ceremony begins in the field house (gym). Balloons are not allowed since they tend to obstruct the view of family members, as well as other graduates. Flowers and other gifts should not be given to graduates until the ENTIRE ceremony is complete.

Photographs

A photographer from Chappell Studios will photograph each graduate as he or she crosses the stage to receive his or her diploma. You are not obligated to purchase these pictures. All photos can be viewed and ordered on line at www.chappell.com. A confidential photo proof will be mailed to your home with viewing and purchasing instructions. For additional information, contact Chappell Studios at 1-800-424-3686.

Photoman Studios will be available for graduates, family and friends photos in the lobby of Bishop Noll Institute from 8:30 a.m. until 3:30 p.m. The two photo packages available are:

One (1) 5 x 7, four (4) wallet size - \$15.00

One (1) 8 x 10 - \$10.00

We understand that your loved ones will want to take pictures of you receiving your diploma. We encourage this; however, family members and friends will not be allowed to approach the stage.

**More information on all commencement activities
can be found on the CCSJ web page.**

www.ccsj.edu/advising/graduation.html

DIRECTIONS TO BISHOP NOLL INSTITUTE
1519 Hoffman Street, Hammond, Ind.

Indiana Residents:

Take Indianapolis Blvd. (Route 41) North to Chicago Avenue. Take Chicago Avenue west to White Oak. Bishop Noll Institute's gym is located on the corner. Turn South onto White Oak. The parking lot will be immediately visible.

Illinois Residents:

Take Route 41, South Shore Drive, or the Skyway and exit onto Indianapolis Blvd. Follow Indianapolis Blvd. to Calumet Avenue. Go South on Calumet Avenue (approximately 6 miles) to Chicago Avenue, where you will see a White Castle on the NW corner. Turn east and go 1/2 mile to White Oak, where you will see Bishop Noll's gymnasium. Turn right on White Oak. Bishop Noll's parking lot will be immediately visible.

Take the Dan Ryan Expressway to I-94 East (the Borman Expressway). Exit Indianapolis Blvd. North. Take Indianapolis Blvd. (Route 41) to Chicago Avenue. Take Chicago Avenue west to White Oak (Bishop Noll's gym is located on the corner). Turn left onto White Oak. Bishop Noll's parking lot will be immediately visible.

Additional parking is available at American Legion Post on Chicago Avenue.

February 2011

Dear Candidate for Graduation:

The form below will verify the display of your name on your diploma, as well as your participation in our commencement ceremony. This form must be returned even if you do not plan on participating in our commencement ceremony. If any of the information is incorrect in any way, print the required changes legibly next to the incorrect information.

You must return this form in the enclosed envelop no later than March 7, 2011.

If you have any questions, please contact the Office of Academic Affairs at 219-473-4305 or email us at graduation@ccsj.edu.

Thank you.

The Graduation Committee



YOU MUST RETURN THIS PORTION OF THE PAGE

«First_Name» «Last_Name»
«Degree»
«Major»
«Grad_Date»

PLEASE CHECK THE APPROPRIATE RESPONSE AND RETURN THIS FORM NO LATER THAN March 7, 2011.

_____ I will participate in the Commencement exercises on May 21, 2011

_____ I will **not** participate in the Commencement exercises on May 21, 2011 and **do not** want my regalia.

_____ I will **not** participate in the Commencement exercises on May 21, 2011 and **do** want my regalia.

Print Name

Signature