



# CARL SANDBURG COLLEGE GRADUATION 2022

## GENERAL INFORMATION

- Time & Place:** The graduation ceremony will be held at 7:00 p.m. at Carl Sandburg College John M. Lewis Gymnasium (building F) located at 2400 Tom L. Wilson Blvd. Galesburg, IL 61401.
- Ceremonies:** On Wednesday, May 18, 2022 at 7 PM in the John M. Lewis Gymnasium at Carl Sandburg College, we will honor transfer degree students including the following:
- Associate in Arts alphabetical by last name M-Z
  - Associate in General Studies (all)
  - Associate in Science (all)
- Rehearsal:** The rehearsal will be held at 4 p.m. on Tuesday, May 17th, in the John M. Lewis Gymnasium (building F) located at 2400 Tom L. Wilson Blvd. Galesburg, IL 61401. Rehearsal is not mandatory but, attendance is **strongly encouraged**.
- Processional:** Graduates should arrive between 5:30-6:00 p.m. Graduates, please park at C parking lot. Upon entrance to C building, one of the door greeters will check you in with the CLEARED4 system for current students. Graduates who do not have an active account in the CLEARED4 system will fill out a brief COVID-19 screening questionnaire. We will begin student line-ups **promptly** at 6:00 p.m.; student line-ups will be alphabetical by program. If you have questions, please contact Angela Snow at 309-341-5233 or [asnow@sandburg.edu](mailto:asnow@sandburg.edu). We will start taking groups to the gym for the processional at 6:40 p.m.
- COVID-19 Protocol:** The College will adhere to COVID-19 protocol in place at the time of the ceremony. Protocol is subject to change per federal and state guidelines. Current protocol is listed below:
- Students and guests are encouraged to wear masks, but not required.
  - Current CLEARED4 active users will be asked to share their pass. Graduates and guests who do not have an active account in the CLEARED4 system will be asked to complete a COVID-19 screening questionnaire.
  - If you or your guests feel ill, please join us for the virtual live stream. The livestream link will be shared closer to the ceremony.
  - If a graduate is ill and unable to attend the in-person ceremony, please contact Angela Snow to have your name read during the live ceremony.

- Academic Apparel:** Please wear your cap, gown, & tassel to be allowed to participate in the ceremony.
- Cap and Gown Pick-up Dates:** Please pick up your cap & gown Tuesday, May 3 or Wednesday, May 4 between 8AM – 6PM at the main entrance inside the B building at the Main Campus.  
**\*Note\*** Branch Campus (Carthage) students will pick up their gown regalia at the main office.
- Tickets:** At Cap and Gown Pick-up, we will **provide four tickets per graduate** for the graduation ceremony.
- Diplomas/Certificates:** Official diplomas and certificates will be mailed approximately three to four weeks after the ceremony.
- Photographs:** Memory Lane Photography, Champaign, IL. Information is on back of this page. Password is CSC 2022 to view ceremony photos.
- Reception:** The Carl Sandburg College Foundation and Alumni Relations Office invite you and your guests to join us at the Building D lobby after your graduation ceremony for a reception honoring your achievement. The celebration will include free hors d'oeuvres, cookies, and gluten-free treats for all. There will also be giveaways for the 2022 alumni with a chance to win items such as a laptop case, tailgate cooler, and more!
- Accessibility:** For accessibility request we need 5 business days' notice, visit the following link:  
<http://sandburg.edu/Services/Disability-Support/Request-Accommodations.html>
- Expected Behavior:** Alcohol and/or illegal drugs are prohibited at Carl Sandburg College, inside of the buildings as well as outside. Penalties for possession can be enhanced due to the fact that Carl Sandburg College is in a Drug Free School Zone.
- Questions:** If you have any questions, please call the Records & Registration Office 309.341.5233.

**Memory Lane Photography**  
617 W. Clark St.  
Champaign, IL 61820  
Phone (217) 351-1565  
Website: [www.CUPhotog.com](http://www.CUPhotog.com)

Memory Lane Photography will take a picture of each graduate at the ceremony as the student receives their diploma. All images will be posted at [www.cuphotog.com](http://www.cuphotog.com) on the Home Page or Events page listing. A password is required to view the ceremony gallery. Please use: CSC2022.

**Memory Lane Photography will offer the following packages:**

- Package A: 2-8x10s, 4-5x7s, 16 wallets, premium digital download of choice - \$99.95
- Package B: 1-8x10, 1-5x7, 8 wallets, premium digital download of choice - \$68.95
- Package C: 4-5x7s, 8 wallets, premium digital download of choice - \$60.95
- 8x10 - \$16.95
- 5x7 - \$8.95
- 8 wallets - \$12.95
- Thank-You Cards, 12 pack - \$24.95
- Premium digital download, copyright released - \$42.95
- Postage and handling will be calculated based on purchased items
- Sales tax will be calculated based on purchased items

**If you have any questions about prices or orders, please contact Memory Lane Photography.**

The Carl Sandburg College Commencement ceremony is a time to recognize and celebrate the academic and co-curricular achievements of our students. Carl Sandburg College strives to provide a safe and respectful commencement ceremony for all participants. To achieve this goal, the College expects students and guests to conduct themselves in an appropriate manner that is respectful to all.

Students are expected to meet behavioral standards of conduct detailed in the Student Code of Conduct. Additional expectations include the following:

### **Graduation apparel**

Carl Sandburg College will provide graduates with a cap and gown to be worn at the commencement ceremony. Any additional items worn with the graduation cap and gown must be approved items as listed below. The College reserves the right to ask graduates to remove any unapproved items or disallow participation in the commencement ceremony.

Registered student organizations through the Student Government Associations or college recognized programs may elect to wear a stole, medallion, or lapel pin with their graduation gown which recognizes the graduate's membership of the group.

- Only registered student organizations/college-recognized programs that have met the requirements to become an organization/program can wear the stole, medallion, or lapel pin during the commencement ceremony.
- Carl Sandburg College will not purchase the stoles/medallions/lapel pins and will not reimburse students/organizations for expenses incurred. All fundraising activities must adhere to the College's fundraising guidelines for student organizations and programs.
- The stoles must not be larger than 28 inches long from neck to end and 5 inches wide.
- The medallions must not be larger than 2 ½ inches in diameter.
- The stoles/medallions/lapel pins cannot contain any offensive language, offensive symbols, or any content that might be considered offensive, discriminatory, or an affiliation with hate groups. The College maintains the right to determine what might be considered as offensive, discriminatory, or representing an affiliation with hate groups.
- All stoles/medallions/lapel pins must be approved by the College prior to ordering to ensure they meet the size and content requirements. Registered student organizations or college-recognized programs must submit a mock up of their stole/medallion/lapel pin to the Student Services office for approval no later than 30 days prior to commencement. Registered student organizations or college-recognized programs will be notified of the approval or denial within ten days of submission. For items that are denied, the registered student organization or college-recognized program can submit a revised version for reconsideration.

The College values student involvement in our student organizations; however, memberships to student organizations/programs will not be recognized in the graduation program nor announced with the graduate's name. Only the student's involvement in Phi Theta Kappa honorary society, the achievement of graduation honors, or their status as a veteran will be recognized in the commencement ceremony and program.

### **Decoration of caps**

The decoration of graduation caps cannot contain any offensive language, offensive symbols, or any content that might be considered offensive, discriminatory, or an affiliation with hate groups. The College maintains the right to determine what might be considered as offensive, discriminatory, or representing an affiliation with hate groups.