

Summer 2009 Graduation Details At a Glance

Date:

Friday, October 23, 2009 at 3:00 pm

Location:

Linda Chapin Theater
Orange County Convention Center
West Concourse – 2nd Level
9800 International Drive, Orlando, FL 32819
www.orlandoconvention.com
Directions: <http://www.occc.net/global/directions.asp>

Time:

1:00 pm Graduates should arrive, check in, get dressed into cap & gown
1:30 pm Graduation rehearsal
2:30 pm Auditorium doors open for guest seating
3:00 pm Graduation ceremony begins

Parking Fees:

Parking fee at the convention center is \$6.00-\$10.00 per vehicle depending on how many events are taking place at the convention center on the day of graduation. Each October grad will receive one parking pass for complimentary one-time entrance for one vehicle. These parking passes will be distributed by Student Services in October.

Guests:

- Guest tickets are not required.
- Open seating at graduation (no reserved seats)
- No food or beverages allowed inside the auditorium
- Bunches of balloons will not be allowed inside the seating area in the auditorium as they block the view of other guests sitting behind
- Strollers are not allowed in the seating aisles or in the aisles inside the auditorium due to fire regulations, but can be left in specified areas in the lobby of the auditorium or along certain walls. Those entering with strollers will be directed where to leave them.

Ordering Caps & Gowns from Jostens, Inc.:

Students are responsible for ordering their cap, gown and tassel.

- **Undergrads: Minimum 2-1/2 weeks shipping time – don't order late!**
- Students will pay Fedex shipping if his/her order is placed too late for standard shipping time (approximately \$25 Fedex fee)
- Undergrad tassels are color-coded by degree program. Students will provide degree program (not your concentration) when placing order.
- Students must wear black cap, gown & tassel to participate in graduation
- Students may borrow a black cap and gown from someone who has already graduated as long as it fits properly. They must purchase a tassel that is color-coded for the proper degree program.

Choice of Three Ordering Methods:

- Jostens website: www.jostens.com/college
- Jostens Toll Free phone: 800-854-7464
- In person when Jostens representatives visit the campus

Jostens representatives on DeVry Orlando Metro Campus (Atrium) these dates:

Wednesday, August 19, 2009, from 10:00 am to 5:00 pm

Thursday, August 20, 2009, from 1:00 to 6:00 pm

Wednesday, September 9, 2009, from 10:00 am to 5:00 pm

Thursday, September 10, 2009, from 1:00 to 6:00 pm

DeVry University Central Florida Summer 2009 Graduation Application

(Completing this form does not constitute graduation eligibility)

The purpose of this application is to initiate the graduation process for **undergraduate** students planning to graduate at the end of the Summer 2009 term (10/23/09). **All information below is mandatory.** **DEADLINE TO SUBMIT COMPLETED FORM: OCTOBER 9, 2009!**

Please **PRINT** or **TYPE** your name below as you would like it to appear on your diploma and in the graduation program.

“My signature serves as consent to the use of my name in the Commencement program and to being photographed during the event. I also understand that such photographs may be used by DeVry University in marketing and promotional materials.”

First Name	Middle Name	Last Name
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Student DSI#:	Where did you enroll at DeVry? Orl Campus ___ Orl North ___
	Tampa Bay ___ Tampa East ___ Jacksonville ___ DeVry Online ___

Academic Program: <ul style="list-style-type: none"><input type="checkbox"/> ECT: Electronics & Computer Technology<input type="checkbox"/> HIT: Health Information Technology<input type="checkbox"/> NSA: Network Systems Administration<input type="checkbox"/> WGD: Web Graphic Design<input type="checkbox"/> BMET: Biomedical Engineering Technology<input type="checkbox"/> BSBA: Business Administration<input type="checkbox"/> CET: Computer Engineering Technology	<ul style="list-style-type: none"><input type="checkbox"/> CIS: Computer Information Systems<input type="checkbox"/> EET: Electronics Engineering Technology<input type="checkbox"/> GSP: Game & Simulation Programming<input type="checkbox"/> IT: Information Technology<input type="checkbox"/> NCM: Network Communications Management<input type="checkbox"/> BSTM: Technical Management
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(Make sure your address is correct! Diplomas will be mailed to this permanent street address unless you pick yours up. Diplomas are available from the Registrar approximately 4-5 wks. after graduation.)

Print Permanent Address:
Street or P.O. Box:
City, State ZIP:
Home Phone:
Cell Phone:
Work Phone:
Email address:

Are you an Online student? (100% of your classes taken Online & you enrolled at the DeVry Online office)
Yes ___ No ___ **If yes, go to <https://dvuo.custhelp.com> or call 877-496-9050, Option 3, to ask for instructions on how to apply for graduation.**

Will you be participating in the graduation ceremony on October 23, 2009 at 3:00 pm?
(Check one) YES or NO

If Yes, will you need special accommodations to reach the stage? Yes ___ No ___
If Yes, please give brief details of your needs & a Graduation Committee member will contact you:

Completed Graduation Applications go to Career Services. Email to dhall2@devry.edu or Fax to 407-226-6413; or drop off in person in the Career Services office at the Orlando Metro campus, Room 146. You Must Complete This Form Whether or Not You Plan to Attend Graduation!

DeVry University Summer 2009 Graduation Checklist & Clearance Form for Orlando Campus Students

(Completing this form does not constitute graduation eligibility)

When you reach your final semester of coursework as an undergraduate student, there are a number of important tasks you must complete. For your convenience, the following checklist was created. It is your responsibility to ensure you complete each step. **When you have completed all steps outlined below, submit this form to the Registrar, Rm. 135.**

THIS FORM IS REQUIRED FOR ALL SUMMER 2009 ORLANDO (MILLENIA BLVD.) CAMPUS STUDENTS. DVUC & ONLINE STUDENTS ARE NOT REQUIRED TO COMPLETE THIS FORM. Online Students are students who registered at DeVry University Online and have taken 100% of their classes online. If you registered initially on a campus or at a DeVry Center, you are not an online student.

LAST NAME: _____ FIRST NAME: _____ DSI#: _____ PROGRAM _____

<u>Step #</u>	<u>Deadline</u>	<u>Task</u>	<u>Approval Signature</u>	<u>Date Completed</u>
1	September 10, 2009	Career Services Clearance, Rm. 146 <input type="checkbox"/> Submit completed Graduation Application <input type="checkbox"/> Schedule Exit Interview prior to September 10, 2009 <input type="checkbox"/> Complete 45 min. Exit Interview with your Career Advisor <input type="checkbox"/> Complete 2 Career Services registration forms for lifetime career assistance <input type="checkbox"/> Upload current resume to HireDeVry & review access to job postings	Will not be signed unless your Career Advisor determines you've completed all of the listed items.	
2	Appointments begin Week of 9/21/09	Student Finance Clearance, Rm. 142 MUST SCHEDULE EXIT INTERVIEW DURING THE WEEK OF 9/21/09. <input type="checkbox"/> Student exit interview <input type="checkbox"/> Student loan exit interview <input type="checkbox"/> Perkins loan exit interview		
3	October 9, 2009	Registrar Clearance, Rm. 135 <input type="checkbox"/> Student Records Complete <input type="checkbox"/> Submit Completed Graduation Checklist PRIOR to Graduation		
4	Jostens on Campus: 8/19/09 10:00 to 5:00 8/20/09 1:00 to 6:00 9/9/09 10:00 to 5:00 9/10/09 1:00 to 6:00	Jostens: Cap & Gown - <u>Order cap and gown early!</u> You may order online at: www.Jostens.com or call 1-800-854-7464. Note: Your order ships to your home address. <u>It takes a MINIMUM of 2-1/2 weeks to ship.</u> You are responsible for express shipping charges if you wait too late to order. Don't procrastinate!	Student's Responsibility	N/A

Prior to Graduation, students must:

- Return all Library and E-Lab materials that were checked out and pay any Library fines.
- If you have a DeVry-issued laptop computer, return it with all original accessories to the IT Department (Room 123) – **Diploma will not be issued without the return of this equipment.**
- Pay any parking fines and outstanding housing fees in Student Services (Room 143).

Orange County Convention Center

West Concourse, Linda Chapin Theater (2nd Level)

9800 International Drive

Orlando, FL 32819

<http://www.orlandoconvention.com>

Directions are available on this website:

<http://www.occc.net/global/directions.asp>

PLAN ONE-HALF HOUR FOR PARKING AND WALKING INTO THE VENUE.
GRADUATES MUST BE AT THE LINDA CHAPIN AUDITORIUM by 1:00 PM TO
CHECK IN WITH THE REGISTRAR AND GET DRESSED FOR A 1:30 REHEARSAL.

Parking:

Guests who are unable to walk long distances can be dropped off at the front of the West Concourse building in the "Drop-off" zone.

- Parking Lots B, C and D will be the most convenient.
- The cost of parking is: Florida residents \$6.00-\$10.00 based on other events occurring in the convention center & whether you are a FL resident or not.
- Each Summer 2009 graduate will be given ONE convention center parking pass. Passes will be distributed by Student Services in October, 2009. Re-entry to the parking lot is not free and you will only be able to use your pass once for one vehicle.

Special Needs:

Graduates! Please tell your family members and guests:

- Guests with special needs can be dropped off at the front of the West Concourse building to prevent a long walk from the parking lot through the building. Guests in need of wheelchairs should provide their own as we cannot guarantee that the convention center will have wheelchairs available. DeVry does not provide wheelchairs for guests.
- Elevators and escalators are located inside to reach the second floor.
- Dining facilities in the convention center are not always open for business, so please eat lunch prior to arriving. Food and beverages are not allowed in the auditorium.

Note: DeVry University has no control over the parking situation at the convention center, nor do we know in advance how many other events or conventions may be scheduled on the same day as our graduation ceremony that may cause the convention center parking lots to fill up during the day.

If the convention center parking lots are full, you will be directed by parking attendants to alternate parking where you may or may not be able to use your free parking pass depending on whether you park on convention center property. Some of the alternate parking is in nearby hotel parking lots where they will not accept the free parking pass.

ARRIVE EARLY FOR BEST PARKING RESULTS!

DeVry University Undergrads!
Career Services: Help Us Help You!

All Required Exit Interview appointments with Career Advisors should be completed no later than September 10, 2009. Whether or not you are currently employed, please schedule an exit Interview so we know how to assist you or whether you need assistance.

Career Services is here to assist you with your job search.

Schedule a meeting with your Career Advisor to begin viewing the full time job leads in our HireDeVry website and applying for jobs.

Part of your graduation requirement is to meet with your Career Advisor at least once during your final semester.

The earlier you come in, the sooner you can view job leads and begin applying for full time degree-related jobs.

If you are living outside the Central Florida area and cannot meet in person with your Career Advisor, a telephone appointment can be scheduled and necessary information and documents for your completion sent to you by email.

ALL Orlando Metro Campus, DVUC Tampa Bay, DVUC Tampa East, DVUC Jacksonville, Orlando North (Maitland) and Online Summer 2009 Potential Graduates are required to make an appointment for an Exit Interview with your Career Advisor prior to graduation.

For those individuals who are already working in their desired career and do not need Career Services assistance, this appointment can be taken care of quickly by phone and email if you are not on the Orlando main campus during the weekdays.

We need to find out from you what you need from us!
Help Us Help You!

If you're working and don't need immediate career assistance, let us know.

If you're working, but not in your desired degree field, let us know.

If you're just beginning your career search, start early and let us help you!

If you're relocating out of Central Florida, let us know.

If you're continuing your education at the next level, let us know.

If you're in the military on active duty, let us know.

Stop in Career Services (Room 146) to schedule your appointment, or call us at 407-226-6400, toll free at 1-866-449-4777.

Office Hours: Monday – Friday 9:00 am to 5:30 pm
Telephone Appointments Available

We're Looking Forward to Assisting You!

Ordering Your Cap & Gown from Jostens

A Jostens Representative will be at the Orlando Metro Campus (in the atrium area) on the following dates for you to purchase your graduation needs: (Money Saving Tip! If you're planning to buy a class ring, they give discounts if you order while they're here on campus. Discounts don't apply online or by calling their Customer Service department.)

Wednesday, August 19, 2009- 10:00 am to 5:00 pm

Thursday, August 20, 2009- 2:00 to 6:00 pm

Wednesday, September 9, 2009 - 10:00 am to 5:00 pm

Thursday, September 10, 2009 – 2:00 to 6:00 pm

You may also order your cap and gown online at: www.jostens.com/college

- A Jostens toll free number is available: 1-800-488-2173

- You may use the toll free number to place an order or to ask questions about an order you've already placed.

- If you have trouble navigating the Jostens website, please call the toll free number for assistance.

YOUR JOSTENS ORDER WILL BE SHIPPED TO YOUR HOME ADDRESS.

UNDERGRADS: PLEASE ALLOW A MINIMUM OF TWO AND

ONE-HALF WEEKS FOR DELIVERY.

ORDERING LATE WILL RESULT IN YOU HAVING TO PAY EXPRESS SHIPPING CHARGES, WHICH CAN BE EXPENSIVE. We do not sell caps & gowns on campus. You MUST order from Jostens.

You must have a black cap and gown to participate in the graduation ceremony.

Undergrads: The color of your tassel is determined by your degree program. When ordering your regalia online or by phone, you will be asked what degree program you're enrolled in so that the correct color will be provided to you. **Provide your DEGREE PROGRAM – not your concentration.**

Please do not wait too late to order!

Other items available on the Jostens website are graduation announcements, invitations, thank-you cards, diploma frames, class rings, stoles of gratitude, and more.

**DeVry University Central Florida
Undergraduate Student Speaker Application Form
Graduation Summer 2009 Term
Ceremony Held on 10/23/09**

Submit This Form by 9/18/09 or earlier!

If you would like to be considered as the Undergraduate Student Speaker for your class, complete this application and return it to Student Services, Rm. 143, FAX it to Gary Kunsman at 407-355-4855, or email it to Gary Kunsman at gakunsman@devry.edu. Use additional sheets if necessary.

Name:	D#:
E-mail:	Phone:
Degree:	CUM G.P.A.:
Campus/Center You Attend:	
Career Goals:	

1. What qualities do you possess that would make you an attractive candidate to speak at Graduation?
2. What would you like to talk about if you were selected to speak at Graduation?
3. List any participation or leadership in service to the University or your local community:
4. Describe your experience overcoming economic, academic, or social challenges in pursuing your degree:
5. List any academic honors or awards you have received:

Sing at Graduation

Graduation Singer Interest Form

Submit This Form No Later than 9/18/09!

Auditions are now being scheduled for a graduation singer to perform the Star Spangled Banner at the beginning of the ceremony, or an uplifting inspirational song at the completion of the Summer 2009 graduation ceremony Friday, October 23, 2009, at 3:00 pm at the Orange County Convention Center.

If you are interested, please complete the bottom portion of this form and submit it by 9/18/09 to: **Student Services, Rm. 143** or **email the information to Gary Kunsman at gkunsman@devry.edu** or **fax it to Gary's attention at 407-355-4855**. You will be contacted to arrange for an audition with the Graduation Committee.

Your Name	
D# (Student Number)	
Your Email Address	
Best Phone # to Reach You	
Which Campus or Center Do You Attend?	
