

CERTIFICATES & DEGREES CHECKLIST (not GED)

It is the student's responsibility to ensure all necessary information has been provided to process awards. Please review the following carefully.

- Do you have any outstanding charges?
- See the Registrar or Faculty Advisor if you have any questions about the number of credits you have.
- Do we have the correct mailing address for your certificate/degree?
 - Email the Registrar if you have changes in mailing information from your submitted Application for Graduation.
 - If we **do not** have your correct address you **will not** receive your degree even if you've earned it.
- Have you completed all course work by the deadline?
 - Fall Graduate: December 08, 2017
 - Spring Graduate: May 4, 2018
 - Summer Graduate: July 20, 2018

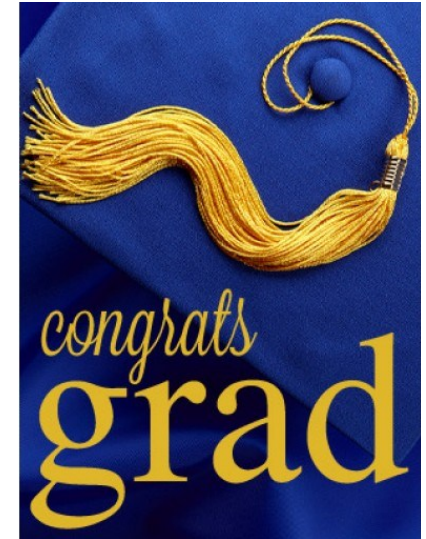
This document created expressly for the
CEI Graduating Class of 2018 by
College of Eastern Idaho
Student Services Staff.

CEI is an AA/EOE institution.
Please call if you need special accommodations
or assistance. This information is
available in alternate formats.

1600 S 25th E
Idaho Falls, ID 83404-5788



College of Eastern Idaho Commencement Ceremonies 2018



**Tuesday, May 08, 2018
at 7:00 p.m.**

**Idaho Falls Civic Center
for the Performing Arts**
(Formerly Idaho Falls Civic
Auditorium)

CAP AND GOWN ONLINE ORDERING INFORMATION

All regalia can be ordered online at
<https://cei.shopoakhalli.com>

or in person at the CEI Bookstore

Ordering Deadline - Monday, April 9, 2018

- ◆ Additional fees applied if ordered AFTER 9:59 pm MST on 04/10/18 & the order will be shipped directly to your home.
- ◆ The **Last Day** to order your regalia is 04/24/18 until 9:59 pm MST. After this date regalia will be **unavailable**.
- ◆ Please note group orders will not be accepted. Only one complete package may be purchased per order. **

Pricing for Complete Orders

AAS Degree.....\$47.21

Certificate.....\$26.66

GED Graduate.....\$26.66

Honor Cord..... \$10.14

(Based on Fall Cumulative GPA)

5 announcements will be included with each complete gown order. Additional announcements may be purchased at the Bookstore.

CAP AND GOWN PICK-UP INFORMATION

Regalia ordered online between

12/4/17 - 04/09/18

may be picked up in the Bookstore

beginning Monday 5/1/18,

Monday-Friday from 8:00 am-5:00 pm

WHAT TO EXPECT ON GRADUATION DAY

Arrival Time: 6:30pm

Location: Idaho Falls Civic Center for the Performing Arts

1. Go to the Ticket booth on the North end of the auditorium:
 - ◇ Pick up index card with your name on it.
 - ◇ Check the card to ensure accurate spelling of your name.
 - ◇ If your name is difficult to pronounce, please make notations on the card that might be helpful to the announcer.
 - ◇ Keep the card with you.
2. As you approach the stage during commencement, hand your card to the announcer.
3. Fire and Safety restrictions Will Not allow guests in the aisles or in the front of the auditorium to take pictures during the ceremony.



Please exit the auditorium and foyer as quickly as possible!

FREQUENTLY ASKED QUESTIONS

1. **Who may participate in commencement?**
 - All CEI Degree, Certificate, & GED Graduates are invited to participate in the CEI 2018 Commencement.
2. **Can I use a borrowed gown from someone who graduated last year?**
 - Yes, as long as it is from 2017.
3. **Who may I invite to watch the ceremony?**
 - You may invite up to 10 guests. However, please remember that seating is limited and is arranged on a first come first serve basis.
4. **I may need special seating for someone I invite, what should I do?**
 - We encourage you to call ahead to reserve Special Accommodations Seating for guests with Disabilities at (208) 535-5476.