Q: **What are the steps I must complete to participate in the commencement ceremony?**
A: You must complete the following steps:
1. Apply for graduation prior to the Registrar’s published deadline.
2. Confirm your eligibility to participate in the commencement ceremony with your advisor or the Registrar’s Office.
3. Fill out the Student Participation Form on the commencement website.
4. Purchase and obtain your academic regalia.
5. Pick up your guest tickets.
6. Come to the ceremony.

Q: **How do I access the commencement website?**
A: The web address of the commencement website is [http://sites.laverne.edu/commencement-spring/welcome-to-spring-commencement-uiepy11hcsp/](http://sites.laverne.edu/commencement-spring/welcome-to-spring-commencement-uiepy11hcsp/)

You can also access the commencement website from the La Verne homepage by clicking on the Current Students tab, and then on the Commencement link that is located under the Records and Finances on the dropdown menu. The commencement website provides you with the most up-to-date information about all events related to commencement weekend.

Q: **How do I know if I am eligible to participate in the commencement ceremony?**
A: A list of eligible candidates will be posted on the commencement website on April 11, 2014 and will be updated weekly. You can find this list on the commencement website. The list is updated weekly as eligible candidates are added to the list. **Names added after May 2, 2014 may not be included in the Commencement Program.** If you feel you have been left off (or added to) the list in error, contact your academic advisor right away.

Q: **When and how do I find out about school honors (Cum Laude, Magna Cum Laude, and Summa Cum Laude)?**
A: School honors are available to bachelor’s degree students only. If you have transfer work from prior terms, the Registrar’s Office must receive those transcripts by March 28, 2014 in order for the units to be included in honors calculations. An initial list of eligible candidates for school honors will be posted to the Commencement Website on April 30, 2014 and will be updated weekly. The requirements for school honors will be verified and officially awarded at the time of degree posting. Refer to the University catalog for more specific details on school honors.

Q: **When and how do I find out about departmental honors?**
A: Nominations for departmental honors must come from your major department (nominations are also accepted from the academic advisor for RCA and CAPA students). The Registrar’s Office will then determine if a candidate meets the minimum qualifications for these honors. If you have transfer work from prior terms, the Registrar’s Office must receive those transcripts by March 28, 2014 in order for the units to be included in honors calculations. A list of eligible candidates for departmental honors will be posted to the Commencement Website on April 30, 2014 and will be updated weekly. The requirements for departmental honors will be verified and officially awarded at the time of degree posting. Refer to the University catalog for more specific details on departmental honors.
Q: How do I inform the Commencement Office that I am planning to participate in the commencement ceremony?
A: You must fill out the online Student Participation Form by 5:00pm on May 18th, 2014. This form is located on the commencement website. Please note that filling out the participation form does not guarantee eligibility, or that your name will be printed in the commencement booklet. Contact your academic advisor or the Registrar’s Office to verify your eligibility. You must complete the Student Participation Form in order to pick up your guest tickets.

Q: Where can I purchase academic regalia?
A: Bachelor and Master students can purchase regalia online or on-campus. Doctoral students may either rent regalia or purchase custom regalia. For detailed information regarding on-campus sale dates and online ordering information please visit the commencement website.

Q: What is the color of the academic regalia?
A: Bachelor student regalia includes a black gown and mortarboard, a green tassel, and a hood with white velvet lining. Master student regalia includes a black gown and mortarboard, a black tassel, and a hood with the color of the velvet lining varying by degree. Doctoral student regalia will include a black gown and tassel. Doctoral students will receive a hood during the commencement ceremony.

Q: Where and how do I get my guest tickets?
A: Ticket distribution will begin April 29, 2014 to students who have submitted their Student Participation Form and received a print RECEIPT to exchange for guest tickets. The last day to pick up tickets is May 16th. Eligible students who have submitted their online Student Participation Form should pick up their tickets at the following locations:
- Main Campus students / Ecumenical Students - Registrar’s Office (Woody Hall)
- CAPA students - CAPA Office, Hoover Building, Room #120
- RCA students – Through your academic advisor
Each eligible candidate may receive up to 12 guest tickets for their ceremony.

Q: Where do I purchase graduation announcements?
A: For detailed information regarding how to purchase graduation announcements, please visit the commencement website.

Q: What is the Baccalaureate service?
A: This is a traditional, non-denominational religious service for all students, their family, and friends. The Baccalaureate service is another opportunity for you to wear you academic regalia and process in front of the faculty and your guests. This spring’s Baccalaureate service will be held on Friday, May 30, 2014. Please visit the commencement website for more information about the Baccalaureate service.

Q: How many guests may I invite to the commencement ceremony?
A: All eligible candidates will receive 12 guest tickets. Guest seating for the commencement ceremony is on a first-come-first-serve basis. Please inform your guests that balloons or strollers will not be allowed in the guest seating area.

Q: What time should I arrive for the commencement ceremony?
A: Commencement participants should arrive 2 hours prior to the ceremony.

Q: I am an eligible candidate with special needs. Whom do I call for assistance at the commencement ceremony?
A: Call the Office of the Registrar at (909) 539-3511 ext. 4001.
Q: What time will the stadium open to guests for the commencement ceremony?
A: The gates open 1 hour prior to each commencement ceremony.

Q: How long does the commencement ceremony last?
A: Each ceremony will last approximately 2.5 hours.

Q: Where can guests or participants park for the commencement ceremony?
A: Please visit the Citizens Business Bank Arena website for parking information, maps, and photos at http://www.cbbankarena.com

Parking is $10.00 cash only for this venue, please plan accordingly.

Students park in lot E.

Q: What should guests do when they arrive for the Commencement Ceremony?
A: Guests should proceed directly to the Citizens Business Bank Arena where the ceremony will take place. Guests arriving late may have difficulty finding a seat. Guest seats may not be saved during the 15 minutes prior the start of the ceremony. Guests are not allowed to enter the stadium during the processional, nor may they enter the line-up and robing area.

Q: Will there be parking and seating for handicapped and special needs guests?
A: There will be parking and seating for individuals who have special needs. Accessible seating is available in the last row of the following sections: 102, 103, 104, 105, 106, 108, 112, 114, 115, 116, 117, 118, 120, 121, 122; 201, 202, 203, 204 and 205. There are also disabled parking spaces in each parking lot.

Q: Where do I line up for the processional?
A: Processional line-up and robing will be at the Citizens Business Bank Arena. Students should use the SW entrance, and park in lot E. Be sure to arrive early to allow time for check-in, robing, and line-up. Commencement participants should arrive 1.5 hours prior to the start of the ceremony.

Q: Is there a rehearsal that I should attend?
A: There is no rehearsal. We will provide you with all the instructions that you need during check-in and line-up, prior to the procession into the stadium.

Q: What should I wear to the commencement ceremony?
A: Dress appropriately for the weather and appropriately for the occasion.

Q: Are participants allowed to wear any cords, sashes/stoles, caps, or other regalia that are not issued by the university?
A: No. Only University approved regalia is allowed, as this is the University of La Verne's academic ceremony. University staff may ask you to remove any non-approved regalia.

Q: Where can I put my personal belongings during the ceremony?
A: Do not bring any personal belongings to the processional line-up and robing location; give them to a friend or family member before you come to this location (only ceremony participants are allowed in the line-up and robing location, and staff will not allow any guests into this location). There is no secure storage area in this area, so staff will be prohibited from holding any personal items for graduates and will not be responsible for lost items.
Q: Can I sit with my friends during the commencement ceremony?
A: You will be seated next to the graduates who are in line behind you and in front of you during the processional. Line-up and seating for master and doctoral participants is by degree. Undergraduate participants will be grouped first by honors, and then by program location. If you and your friends are attending the same ceremony and have the same degree you will be able to sit together.

Q: Will I receive my diploma at the commencement ceremony?
A: No. You will receive a diploma cover containing a certificate of participation. The Registrar's Office mails your diploma to you 3-4 months after your degree is posted. Keep us informed of your current address to ensure delivery of your transcript and diploma.

Q: What is the size of the diploma?
A: The Doctoral and Law diplomas measure 14x11. All other diplomas measure 8 ½ x 11.

Q: If I have any further questions, whom do I contact?
A: For specific questions regarding the commencement ceremony, contact the Commencement Office at (909) 448-4765 or (909) 448-4757.

For questions regarding eligibility to participate in the commencement ceremony:
- RCA or CAPA students should contact their academic advisor.
- Main Campus master and doctoral students should contact Graduate Academic Services at (909) 593-3511, ext. 4244.
- Main Campus traditional undergraduate students should contact the Office of the Registrar at (909) 593-3511, ext. 4581.