Commencement FAQs-
Spring 2016

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 commencement with your academic advisor.
   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 ninety minutes prior for check-in.

Q: What information will I receive regarding commencement?
A: In March, the Commencement Office will send an e-mail to all candidates who may be eligible to participate in the commencement ceremony. All information will also be available on the commencement website. Eligible candidates planning to participate should continually monitor the commencement website for important updates.

Q: How do I access the commencement website?
A: The web address of the commencement website is http://sites.laverne.edu/commencement-spring/ . You can also access the commencement website from the University of La Verne homepage (www.laverne.edu) – just click on the Current Students tab, then click on the Commencement link (the first option under the Records and Finances menu). The commencement website provides you with the most up-to-date information about all events related to commencement weekend, and will be updated regularly in the weeks leading up to commencement.

Q: How do I know if I am eligible to participate in the commencement ceremony?
A: An initial list of eligible candidates will be posted in the Student Information section of the commencement website. The first list will be posted on April 2, 2016, and will be updated weekly on Fridays as eligible candidates are added. Names added to this list after May 2, 2016 may not be included in the Commencement Booklet.

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 30, 2016 in order for the units to be included in honors calculations. An initial list of students receiving school honors will be posted on the commencement website April 29, 2016. Please keep in mind that the requirements for school honors will be recalculated and officially awarded at the time of degree posting – recognition in the Commencement Booklet does not guarantee official receipt of school honors. Please refer to the University catalog for more specific information regarding school honors.

Q: How do I find out about departmental honors?
A: Nominations for departmental honors must come from the major department or from the academic advisor. The Registrar’s Office will then verify whether nominees meet the minimum qualifications for these honors, and will post an initial list of qualified nominees to the commencement website April 29, 2016. If you have transfer work from prior terms, the Registrar’s Office must receive those transcripts by March 30th, 2016 in order for the units to be included in honors calculations. Please keep in mind that the
requirements for departmental honors will be recalculated and officially awarded at the
time of degree posting – recognition in the Commencement Booklet does not guarantee
official receipt of departmental honors. Please refer to the University catalog for more
specific information regarding 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 May 20, 2016.
   Please note that filling out the participation forms does not guarantee your eligibility
to participate in commencement, or that your name will be printed in the
commencement booklet. Please check the eligible commencement participant lists on the
website, or contact your academic advisor or the Registrar's Office to verify your eligibility.

Q: **Where can I purchase academic regalia?**
A: Bachelor and Master students can purchase regalia online, or on-campus during sales
events coordinated by the Commencement Office. Regalia can be purchased in the Campus
Center on the Main Campus on May 4th and May 11th from 2:00pm to 7:00pm. Please visit
the commencement website for more information regarding when, how, and where you
may purchase academic regalia.

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.

Q: **Where and how do I get my guest tickets?**
A: **Ticket distribution will begin April 25, 2016 to May 20, 2016.** Eligible students should pick up their tickets at the following locations:
   - **Main Campus Undergraduate and Graduate candidates** – Campus Center
   - **CAPA candidates** - CAPA Office, Hoover Building
   - **Doctoral candidates** – EdD – Mary Townsend - (909) 448-4378
     DPA – Claude Bahouth - (909) 448-4947
     PsyD – Natalie Brown, - (909) 448-4179

   In order to pick up your tickets you must 1) verify your eligibility to participate in
   commencement, and 2) provide the confirmation email that was sent to you as proof that
   you have submitted your participation form.

   • **Regional and Online Campus (ROC) students, including Centers for Educators and
     La Verne Online** – ROC candidates please make arrangements with your academic
     advisor and/or regional campus

   Each eligible candidate may receive up to 10 guest tickets for their ceremony. In order to
   pick up your tickets you must 1) verify your eligibility to participate in commencement, and
   2) provide the confirmation email that was sent to you as proof that you have submitted
   your participation form. **No will call tickets will be available at Citizens Business Bank
   Arena.**

   **Important:** Separate information on guest tickets for the College of Law will be sent out for
ceremonies and other related events.
Q: Where do I purchase graduation announcements?
A: Information regarding how to purchase graduation announcements is available in the Student Information section of the commencement website.

Q: What is the Baccalaureate service? (not available for Winter Ceremonies)
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 your academic regalia and process in front of the faculty and your guests. More information about the Baccalaureate service will be posted to the commencement website.

Q: How many guests may I invite to the commencement ceremony?
A: Each eligible candidate may receive up to 10 guest tickets. Every person requiring a seat will need a guest admittance ticket including children (2 and older). Please inform your guests that guest seating for the commencement ceremony is on a first-come, first-serve basis, and that balloons or strollers will not be allowed in the guest seating area.

Q: Can I request extra tickets?
A: The Office of Commencement Services may be distributing a limited number of extra tickets to candidates requesting extra tickets online. Candidates must send their requests through an online Additional Guest Ticket form on the commencement website. Requests for extra tickets will only be accepted from April 14th through May 2nd. For more information please read the Guest Admittance Tickets section on the commencement website.

Q: What time should I arrive for the commencement ceremony?
A: To allow time for commencement participants to check-in, robe, take photos, collect name cards for the ceremony announcer, and find their places in the processional line commencement participants must arrive 2 hours prior to the start of the ceremony.

Q: What time does check-in and lineup begin?
A: Check-in for Ceremony 1 is at 8:00am. Lineup will be at 9:00am. Check-in for Ceremony 2 is at 1:30pm. Lineup will be at 2:30pm.

Q: What will happen if I arrive after lineup has started for the procession?
A: To keep ceremonies on time we will begin the lineup process for the procession into the arena floor without late students. This means you will not be able process into the ceremony with friends and you will not be able to sit next to them during the ceremony.

Q: I am an eligible candidate with special needs. Whom do I contact for assistance at the commencement ceremony?
A: Email Ann Jeffers in the Office of the Registrar at ajeffers@laverne.edu. She can also be reached at (909) 448-4416.

Q: What time will Citizens Business Bank Arena be 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 two hours and thirty minutes.

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](http://www.cbbankarena.com)

Parking is $10.00 cash only per vehicle, please plan accordingly. Students park in lot E.

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 2 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 special 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 bachelor rite. 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 11x14. 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) 448-4757 or by email at commserv@laverne.edu
For questions regarding eligibility to participate in the commencement ceremony:

- ROC or CAPA students should contact their academic advisor.
- Main Campus master and doctoral students should contact Graduate Academic Services at (909) 448-4011.
- Main Campus traditional undergraduate students should contact the Office of the Registrar at (909) 449-4581.