



Commencement Handbook for Students

Spring 2018

Wednesday, May 9, 2018 at 10am

Graduate Programs: (MA, MARCH, MAT, MFA)

- *Architecture*
- *Art Education*
- *Art History*
- *Fashion*
- *Fine Art*
- *Graphic Design*
- *Industrial Design*
- *Interior Architecture & Design*
- *Jewelry & Metal Arts*
- *Landscape Architecture*
- *Photography*

Wednesday, May 9, 2018 at 3pm

Graduate Programs: (MA, MFA)

- *Acting*
- *Advertising*
- *Animation & Visual Effects*
- *Communications & Media Technologies*
- *Game Development*
- *Illustration*
- *Motion Pictures & Television*
- *Music Production & Sound Design for Visual Media*
- *Visual Development*
- *Web Design & New Media*
- *Writing for Film, Television & Digital Media*

Thursday, May 10, 2018 at 10am

Undergraduate Programs: (AA, BA, BFA, BS)

- *Acting*
- *Advertising*
- *Animation & Visual Effects*
- *Communications and Media Technologies*
- *Game Development*
- *Illustration*
- *Motion Pictures & Television*
- *Music Production & Sound Design for Visual Media*
- *Visual Development*
- *Web Design & New Media*
- *Writing for Film, Television & Digital Media*

Thursday, May 10, 2018 at 3:00pm

Undergraduate Programs: (AA, BA, BARCH, BFA)

- *Architecture*
- *Art Education*
- *Art History*
- *Fashion*
- *Fine Art*
- *Graphic Design*
- *Industrial Design*
- *Interior Architecture & Design*
- *Jewelry & Metal Arts*
- *Landscape Architecture*
- *Photography*

Bill Graham Civic Auditorium

99 Grove Street, San Francisco, CA 94102



Dear Graduate,

Please accept our heartfelt congratulations on your upcoming graduation. This occasion will be a public celebration and recognition of your accomplishments. Your degree reflects years of dedication and hard work, and it will be a valuable indication that you have prepared well for the challenges of our ever-changing world.

We look forward to joining you at Commencement, and, again, we extend our sincere congratulations and best wishes.

Sincerely,

Dr. Elisa Stephens

President



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Preparing for Commencement

Information Sessions

All students are **REQUIRED** to attend one of the following sessions on campus, online, or view a recording:

Onsite Information Sessions

Tuesday, April 24, 2018 4:00pm PST 491 Post - Morgan Auditorium

Wednesday, May 2, 2018 10:00am PST 79 New Montgomery - Theater

Online Information Sessions

Wednesday, April 25, 2018 10:00am PST Register [HERE](#)

Thursday, May 3, 2018 4:00pm PST Register [HERE](#)

[Unable to Attend? Request a Recording HERE](#)

Commencement Packs

Your Commencement Pack contains your cap and gown, tassel, and tickets needed to participate in the ceremony. They will be available for pickup on the following dates:

Tuesday, April 24, 2018 9am to 4pm 79 New Montgomery - First Floor Atelier

Wednesday, May 2, 2018 9am to 4pm 79 New Montgomery - First Floor Atelier

If you are unable to attend these events or reside outside the San Francisco Bay Area, commencement packs are available for pick up at the ceremony venue on the day of the events. You will be able to pick up the commencement pack two hours prior to your ceremony time.

If you would prefer to have the commencement pack mailed to your home, please contact the Office of the Registrar to make alternative arrangements at registrar@academyart.edu.

Academic Regalia

Your cap and gown, included in your Commencement Pack, are required to participate in the Commencement exercises.

Tickets & Invitations

Each student is allocated 15 tickets and 15 invitations for the Commencement Ceremony. Tickets are required for entry into the venue. Extra tickets will be provided upon request. Please contact registrar@academyart.edu for more information.



Accessibility for Students at the Ceremony

To request accommodations related to a disability, including sign language interpreting during the ceremony, please contact Classroom Services at (415) 618-3775 or accessibility@academyart.edu

Announcements

Graduation announcements are available through www.Jostens.com

*Please be aware that graduation announcements are not the same as graduation invitations/tickets. Announcements will not be usable for admission to the Commencement Ceremony.

Portraits

During the Commencement Pack pickup dates, Grad Images (www.gradimages.com) will be present to take individual photos of graduating students.

Diplomas

Diplomas are mailed to graduates approximately 90 days after all coursework has been completed and grades have been posted. Please verify that the Office of the Registrar has your correct address.

Visas for International Guests

International Student Services office helps guests who will be travelling internationally to attend the Commencement Ceremony.

Please visit: <https://www2.academyart.edu/forms/letter-request-form.jsp> to request a letter of invitation.

A “letter of invitation” will be prepared for the international guests. Please allow sufficient time to receive the letter and apply for a visa.



Commencement Day

Where to go

Check In

Follow the signs to the graduate check in and line up area.

It is important to be punctual so that we can verify your attendance. You are required to check in at the student check in table for your major. Your name will not be called if you do not check in and collect your index card.

You will then line up with the department or program with whom you are graduating from.

Coat Check

Coat check will be provided for students. Please ensure you allocate extra time to check in/out your personal items. While the coat check will be staffed at all times, the University is not liable for the loss of personal belongings.

Parking & Transportation

Parking is available for a fee at the venue.

Campus shuttles will also be available running on a continuous loop from campus to the event venue for students and guests.

The venue is accessible via public transportation. We suggest using [Google maps](#) to find the best route for your visit.

What time to arrive

Check-in is required **TWO HOURS** prior to your ceremony!

There are many important steps to prepare for your big day. If you arrive less than two hours prior to your ceremony, you run the risk of not walking with your department. Please don't be late!

Please note that guests will not be admitted until **ONE HOUR** prior to the ceremony.



What happens during the ceremony

The Processional

The procession will be led by the Master of Ceremony. All graduating students march into the auditorium in celebration of their Commencement. Graduates remain standing for the entire processional.

Recognition of Graduating Students

We will continue the tradition of having each graduate's name read while he or she walks across the stage after their name has been called.

Each graduate will be presented with a commemorative scroll, and each graduate will be photographed by a professional photographer. Please be respectful and refrain from taking "selfies" while on stage.

Out of respect for all participants, graduates must stay throughout the entire ceremony and must remain seated unless otherwise directed by faculty marshals.

The Recessional

President Stephens, University executives recess first; then, the faculty members. Finally, the graduates exit, beginning with the front rows.

What happens after the ceremony

Graduates are asked to meet their family/guests at a pre-determined location outside. Should family wish to present you with flowers, please ask them to do so after the ceremony.

Behavior and Line up Information

Commencement is a dignified occasion. Participants are expected to conduct themselves accordingly. The behavior of each graduate helps to set the tone for this important event. Graduates and families look forward to this milestone with excitement and anticipation. For many guests, Commencement is their first visit to our campus. The ceremony and appropriate behavior by the graduates will create positive memories for all who attend. Students and guests are expected to remain seated until the ceremony has concluded.



Guest Information

Protocol

Commencement marks the pinnacle of academic achievement, and the university proudly celebrates the occasion with formal pomp and circumstance. Please help us provide a memorable event for all involved.

- To be considerate of other guests and graduates we ask that you do not bring noise makers, utilize umbrellas, or stand in the aisles during the Commencement Ceremony.
- Each guest must have a ticket for entry.
- Guests should be seated before the procession begins; late arrivals must wait until the procession ends.
- Cell phones and electronic devices should be placed on silent mode.
- Please remain for the entire ceremony as a sign of respect for all graduates.

Capturing the moment: Photos and Videos

Audience members are welcome to take photographs throughout the ceremony, provided they remain in their seats and do not block aisles or egresses.

Accessibility for Guests

To request accommodations related to a disability, including sign language interpreting during the ceremony, please contact Classroom Services at (415) 618-3775 or accessibility@academyart.edu.

Prohibited Items

The following items are prohibited: alcohol, illegal drugs/paraphernalia, and weapons of any kind including firearms and knives and animals except for service animals. Balloons and air horns etc. are not allowed at the venue; please leave these items at home or in your vehicle. Security will be screening at the venue.

Please contact commencement@academyart.edu for any questions or additional information