Commencement Handbook for Students
Spring 2017

Wednesday, May 10, 2017 at 10am
Graduate Programs: (MA, MFA)
- Acting
- 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

Wednesday, May 10, 2017 at 3pm
Graduate Programs: (MA, M.ARCH, MAT, MFA)
- Advertising
- Architecture
- Art Education
- Art History
- Fashion
- Fine Art
- Graphic Design
- Industrial Design
- Interior Architecture and Design
- Jewelry & Metal Arts
- Landscape Architecture
- Photography

Thursday, May 11, 2017 at 10am
Undergraduate Programs: (AA, BA, B.ARCH, BFA)
- Advertising
- Architecture
- Art Education
- Art History
- Fashion
- Fine Art
- Graphic Design
- Industrial Design
- Interior Architecture and Design
- Jewelry & Metal Arts
- Landscape Architecture
- Photography

Thursday, May 11, 2017 at 3:00pm
Undergraduate Programs: (AA, BA, BFA, BS)
- Acting
- 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

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
Contents

Preparing for Commencement

Information Sessions 4
Commencement Packs 4
Academic Regalia 4
Tickets & Invitations 4
Accessibility for Students at the Ceremony 4
Announcements 5
Diplomas 5
Portraits 5
Visas for International Guests 5

Commencement Day 5

Where to go 5
Check In 5
Coat Check 5
Parking & Transportation 5
What time to arrive 6

What happens during the ceremony 6
The Processional 6
Recognition of Graduating Students 6
The Recessional 6

What happens after the ceremony 6

Behavior and Line up Information 6
Guest Information 7
Protocol 7
Capturing the moment: Photos and Videos 7
Accessibility for Guests 7
Prohibited Items 7
Preparing for Commencement

For any questions, please reach out to commencement@academyart.edu or 415-618-8672.

All graduates are required to attend or view one of the following information sessions on campus or online:

**Onsite Information Sessions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, April 25, 2017</td>
<td>4:00pm PST</td>
<td>79 New Montgomery Theater, 1st Floor</td>
</tr>
<tr>
<td>Wednesday, May 3, 2017</td>
<td>10:00am PST</td>
<td>79 New Montgomery Theater, 1st Floor</td>
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**Live online Chat/Recordings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 26th</td>
<td>10:00am PST</td>
<td>79 New Montgomery Theater, 1st Floor</td>
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Register here: [https://live4.academyart.edu/commencesp17-1/event/registration.html](https://live4.academyart.edu/commencesp17-1/event/registration.html)
Can’t attend? Request a recording here: [https://www.surveymonkey.com/r/C82NY8T](https://www.surveymonkey.com/r/C82NY8T)

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<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Thursday, May 4th</td>
<td>3:00pm PST</td>
<td>79 New Montgomery Theater, 1st Floor</td>
</tr>
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Register here: [https://live4.academyart.edu/commencesp17-2/event/registration.html](https://live4.academyart.edu/commencesp17-2/event/registration.html)
Can’t attend? Request a recording here: [https://www.surveymonkey.com/r/CL727HF](https://www.surveymonkey.com/r/CL727HF)

If you have any issues accessing the online meeting room, please contact the Online Help Desk: Email: online@academyart.edu Phone: 415.618.3545 or 1.888.431.ARTS

**Commencement Packs**

Your Commencement Pack contains everything you need to participate and attend the Commencement ceremony. Your commencement pack will be available for pick up at 79 New Montgomery, Atelier Gallery on the following dates:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, April 25, 2017</td>
<td>9am to 4pm PST</td>
<td>79 New Montgomery Theater, 1st Floor</td>
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</table>

To have the commencement pack mailed to your home, please contact the Office of the Registrar to make arrangements. registrar@academyart.edu

If you are unable to attend these events or reside outside the San Francisco Bay Area, commencement packs can be available for pick up at the ceremony venue on the day of the events. You must make these arrangements in advance by contacting 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 12 tickets for the ceremony. Tickets are required for entry to the venue. Extra tickets can 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 Jostens. To order please contact Jostens.com directly. Please be aware that graduation announcements are not the same as graduation invitations/tickets. Announcements will not be acceptable for admission to the Commencement Ceremony.

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.

Portraits

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

Visas for International Guests

International Student Services office helps guests who will be travelling internationally to attend the Commencement ceremony. Please visit: http://www.academyart.edu/aau-forms/international-admissions/letter-request-form.html 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 Check In

Follow the signs to the check in and line up area. It is important to be on time so that we can verify your attendance and check in with your major. Your name will not be called if you do not check in. You will then line up with your major.

Coat Check

Coat check will be provided for students. 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 Performing Arts Garage, 360 Grove Street, San Francisco, CA 94102. The venue is easily accessible via public transportation, and is walking distance from BART and MUNI from Civic Center Station. We suggest using Google Maps or 511.org to find the best route for your visit.
What time to arrive

Check-in for graduates is required two hours prior to your ceremony.

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
The tradition of having each graduate's name read while they walk across the stage will continue.

Each Graduate will be presented with a commemorative scroll and photographed by a professional photographer. Please do not take "selfies" while on stage.

The Recessional
President Stephens and University Executives recess first, then directors and faculty members, followed by the graduates beginning with the front rows.

What happens after the ceremony
Graduates are asked to meet their guests at a pre-determined location outside of the venue.

Behavior and Line-Up Information

Commencement is a dignified occasion, and 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 to 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.