Dear Graduating Senior:

CONGRATULATIONS on your participation in the upcoming College of Engineering Commencement on **Sunday, June 12, 2016 at 3:00pm** in the UC Davis Pavilion.

**REMINDERS**

**Cap and Gown Pick-up:**
- Friday, May 27, 9:00 am to 1:00 pm at the Pavilion
- May 28 through June 12 at the ARC Lobby: 9:00 am - 6:00 pm Monday through Friday and Noon - 4:00 pm on Saturday

   Grand prize winner will receive a cool prize pack with a $200 gift card to Amazon.com.
   - **Entry Period:** Wednesday, May 25, 2016 at 10:00 a.m. (PST) and ends on Sunday, June 5, 2016 at 11:59:59 p.m. (PST).
   - **Voting Period:** Tuesday, June 7, 2016 at 10:00 a.m. (PST) and ends on Thursday, June 9, 2016 at 11:59:59 p.m. (PST).
   - **Winner Announcement:** On or about Friday, June 10, 2016 on the UC Davis Facebook page.

**Play that Tune:** Vote for your favorite song to be played as the recessional song during Spring Commencement 2016. Once you've walked across the stage and your degree has been conferred, the most popular song will be played as you leave the building as a celebration of your achievement. Vote at [https://is.gd/PlayThatTune](https://is.gd/PlayThatTune) until June 1st.

**TICKET REMINDER:** All guests must have a ticket. Children under the age of two do not need a ticket. If you do not need all of your tickets, we strongly urge you to print and return the extra tickets to your dean’s office as soon as possible. (See information packet for additional ticket policies.) Do NOT wait until the last day to print your tickets. Please print at least 3 days ahead.

Please note that ticket allocation is based upon the actual number of students participating in the ceremony, capacity of the venue and reasons for need. Your graduation from UC Davis is a major milestone in your life and we wish that we could issue an unlimited amount of tickets for your loved ones. However, we must accommodate some guests for all of our students.

**EXTRA TICKETS:**
A limited number of tickets will be distributed on Thursday, June 9, beginning at 9 a.m. at the Engineering' Office front desk, located in Kemper Hall, room 1050.

**WATCH ON-LINE:** The ceremony can also be viewed via live streaming webcast (and on-demand following the event) at: [http://commencementvideo.ucdavis.edu/](http://commencementvideo.ucdavis.edu/).

**CANCELLATION:** If, for some reason, you decide not to participate in this commencement ceremony, you MUST cancel your registration. If you do not, then you will not be eligible to participate in any future commencement ceremony.

By registering for commencement and receiving your tickets, you and your guests are agreeing to the policies listed in the following information packet. Our goal is to make commencement an event you and your families will fondly remember.

College of Engineering
[engineeringevents@ucdavis.edu](mailto:engineeringevents@ucdavis.edu)
HOW TO PRINT YOUR TICKETS:

1. Using **Internet Explorer ONLY** log into the UC Davis Ticket Office site using your UC Davis e-mail address and unique password at: [https://tkt.xosn.com/tickets/MyAccount.dbml?DB_OEM_ID=28800](https://tkt.xosn.com/tickets/MyAccount.dbml?DB_OEM_ID=28800). The ticket website will **ONLY** work with Internet Explorer.

2. Click on **MY PURCHASE HISTORY**
3. Click on the little magnifying glass on the far left of the page.

4. Click PRINT YOUR TICKETS BY CLICKING HERE

You also have the option of saving your tickets

IMPORTANT NOTES:
1. Each ticket must be printed on a separate sheet of white paper. (Cardstock preferred). Tickets can NOT be read off of smartphones.
2. Barcodes are unique on each and every ticket and will be scanned at the door so that no duplicate tickets can be used.
3. If you do not need all of your tickets, please notify your respective dean’s office. [http://commencement.ucdavis.edu/contact.html](http://commencement.ucdavis.edu/contact.html).
4. If you are having any problems with the system make sure your browser is Internet Explorer!
5. Do not wait until the last minute to print your tickets, we can only help you with trouble shooting 4 days before the ceremony. For trouble shooting help contact the Aggie Stadium, located off La Rue Road or call them at (530) 752-2471.
INFORMATION & POLICIES

By registering for commencement and receiving your tickets, you and your guests are agreeing to the information and policies listed below. Please share these policies with your guests.

STUDENTS - DON'T FORGET:

- If you have limited mobility or special needs, please contact engineeringevents.ucdavis.edu.
- Rent your cap & gown from the UC Davis bookstore website (http://ucdavisstores.com) before June 6.
  - Gown Pick-Up Info:
    - Friday, May 27, 9:00 am to 1:00 pm at the Pavilion
    - May 28 through June 12 at the ARC Lobby: 9:00 am - 6:00 pm Monday through Friday and Noon - 4:00 pm on Saturday

STUDENTS – THE DAY OF:

We recommend business casual attire at the ceremony. For your safety and comfort, please wear low-heeled shoes. You will be standing outside on Hutchinson field for 30 minutes and then marching in.

STUDENTS & GUESTS – PARKING:

Parking permits are NOT required on Commencement day and parking is available in the West Entry Parking Structure and several lots near the Pavilion. Traffic officers and signs will direct you and your guests. In lot 25, closest to the Pavilion, there are spaces available for those with a California state-issued handicapped placard or a UC Davis Commencement Special Parking Permit (to access, stay in the right hand lane upon entering Lot 25). Golf carts will patrol to pick up those who have difficulty walking long distances and transport them to the nearest Concourse level entrance. (Maps are available under the header “Parking” under General Information at http://commencement.ucdavis.edu.)

GUESTS – WHEN YOU ARRIVE:

Doors will open one hour prior to the ceremony (2:00 p.m. respectively). Guests may enter the Pavilion at the Northeast, Southeast and Southwest Concourse level entrances. The Northeast entrance will be designated for mobility-impaired guests.

Guests are subject to search for inappropriate items before entering the Pavilion.

- No animals except assistance dogs are allowed in the Pavilion.
- Tripods will NOT be allowed in the Pavilion.
- Balloons and any other large gift items will be checked into a holding room and you may pick them up after the ceremony concludes. It is recommended that you leave such items at home or in your vehicle.
- Other inappropriate or distracting items (such as noisemakers) will be confiscated at the door and during the ceremony.

**Flowers** may be ordered ahead of time and picked up on-site the day of Commencement by visiting http://www.graduationdayflowers.com.

**Graduate T-Shirts** sales will be outside near the Northeast entrance.

**UC Davis merchandise** sales will be inside the ARC lobby and ProShop.

For guests with limited mobility, plan to arrive early to ensure your party can sit together in a convenient location. **Enter at the Northeast Concourse level.** We also suggest that you obtain a wheelchair if someone in your party cannot negotiate stairs or steep inclines. Please note that the university is unable to provide wheelchairs. Limited seating is available for wheelchairs and one companion at designated areas on the concourse level. Additionally, there will be limited handicapped seating in designated areas. All other guests must be seated in general guest seating.
STUDENTS – WHEN TO ARRIVE & WHERE TO ASSEMBLE:

Please arrive one hour before the ceremony in order to line up on the field, south of the Pavilion with your major. Directional signs will be prominently displayed and staff will assist students in lining up.

The line-up area is for graduates ONLY. Please direct your guests directly to the Pavilion. Staff will assist students in lining up by major.

You will receive a name card at line-up with a barcode specific to your name. This name card serves two purposes – how to announce & pronounce your name as you cross the stage; and where to send your photograph proofs after the ceremony. The barcode is specific to your name. This barcode will be scanned before you cross the stage and will display your name on the Jumbo Tron. Please pick up this card under the tent in the line-up area from the table that corresponds to your last name no later than 20 minutes to the start of your ceremony (2:40pm respectively).

Late arrivals should line-up with their major and once seated inside, can pick-up their card in the Southwest Tunnel. For those arriving after the processional, you will be seated in the back and can join your major on stage when called.

GradImages® is the official photographer for Commencement. Your proofs will be available after the ceremony. To view your proofs online, please visit www.gradimages.com. Pictures may be ordered online, by phone, or by mail.

Pre-register at www.gradimages.com, and click on the Pre-Event Registration at the bottom of the page. This provides them with the most correct and up-to-date contact information and ensures the delivery of your graduation proofs in a timely manner. You may register your email and up to 6 emails of loved ones who would like to share in your accomplishment by viewing and ordering photos.

STUDENTS – PROCESSIONAL & CEREMONY PROTOCOL:

Staff ushers will escort graduates to the floor of the hall and to their seats. All graduates are subject to search for inappropriate items and gowns should remain unzipped for security checks before entering the Pavilion. Inappropriate items (such as noisemakers, tortillas, inflatable balls or any projectiles) will also be confiscated.

Please remain standing while the faculty and stage party enter and during the National Anthem.

After welcoming remarks and speeches, staff will escort students to the stage. Grad Images will take a posed photo of each graduate before crossing the stage, as well as a candid photo while receiving the certificate of participation. No actual diplomas will be given at the ceremony. (Wear the tassel away from the audience when you are crossing the stage so your face will be clearly visible to the photographer.) You will hand your name card to the reader on stage as you enter the stage. You will then walk across the stage to receive your certificate and exit the stage to receive your alumni pin. Once all graduates have been presented, the recession will begin first with the stage party, then the faculty, followed by the new graduates.

GUESTS – CEREMONY PROTOCOL:

Photos taken by guests will be permitted from their seats or from the designated photo areas available during the ceremony. Guests are not allowed on the main floor of the Commencement where the graduates are seated nor on the stage without prior approval from a Commencement Coordinator.

STUDENTS - UPON LEAVING COMMENCEMENT:

Return gowns to the designated area in the ARC Plaza (outside near Starbucks) immediately after the ceremony.
STUDENTS – BEHAVIOR AT COMMENCEMENT

UC Davis regalia is mandatory for graduates and the university reserves the right to refuse admission to students who do not comply with this requirement.

Any student perceived as being under the influence of alcohol or drugs may be detained or removed from the ceremony by staff and/or security for further investigation.

University policy prohibits the unlawful use, sale, distribution, dispensing, or possession of alcohol or of controlled substances by students on University premises and official University functions. Students shall not use illegal substances or abuse legal substances in a manner that impairs scholarly activities or student life. (Adapted from UCD P&P Manual Chapter 380, Section 18) Students violating this policy may be excluded from privileges and activities when there is reasonable cause to believe that their conduct 1) threatens the safety of themselves and others on University property or at University functions; and/or 2) disrupts the orderly operation of the campus. (Adapted from UC Board of Regents Policy on Student Conduct & Discipline)

STUDENTS & GUESTS – TICKETS & ATTENDANCE

Tickets are given out based on the venue’s capacity deemed by the Fire Marshal. Any student who is found selling tickets or in possession of counterfeit tickets will be dismissed from Commencement and reported to Student Judicial Affairs. Any guest who is found selling tickets or in possession of counterfeit tickets at Commencement will lose their privilege of admittance to the venue.

We ask that all graduates remain seated throughout the duration of the ceremony and that guests do not encourage their graduates to leave prior to the conclusion of the ceremony. We understand that the ceremony can be lengthy, but every single graduate has deserved the right to be celebrated. It is disrespectful to other graduates and their guests, as well as to the staff and University administration who have worked very hard in making Commencement a special occasion, to have graduates and their guests leave early.

STUDENTS & GUESTS – SECURITY

UC Davis makes a special effort to ensure that our Commencement is a memorable and enjoyable occasion for everyone involved. Students, parents, faculty and alumni have indicated their wish to have Commencement conducted in an appropriately ceremonial atmosphere, and we ask for the cooperation of you and your guests.

- Any person found to be intoxicated or carrying drugs or alcohol will be asked to leave the premises and may be subject to arrest by the police.
- The university reserves the right to refuse admittance to the ceremony and its venues and/or detain individuals if staff and/or security perceive the individual as threatening or causing a disruption to the event or other guests.

STUDENTS & GUESTS – observing Ramadan

With the observance of Ramadan between sundown on June 5 to sundown on July 6, UC Davis is offering a prayer room at the Transportation and Parking Services (TAPS) building near the Pavilion. The room will have prayer rugs and a partition to allow separate areas for men and women. Two “Muslim Prayer Space” signs will be at the southwest corner of the TAPS building near the bike path and will direct to the entrance. Aggie Hosts will escort those using the room and access will be limited to only those requesting the prayer room. There will not be restroom access for the general public. On June 12, the prayer room will be open 1:30-6:00 p.m. Sunset is scheduled to be at 8:31p.m.
Families and Friends may purchase the commemorative Commencement program today via UC Davis
Stores website or on the day of the ceremony! Program sales will be located at the ARC Pro Shop or inside
the Pavilion in the North West Concourse level, Cost is $10.00. Graduates will receive a complimentary
program at the ceremony on their chair.

Graduates names will appear in the Commencement Ceremony Program if you meet one or both conditions:
1. You graduated in March 2016 or will graduate in June 2016.
2. You registered to participate in Commencement by the given deadline.

The final list of candidates are compiled from information available to the Office of University Relations and
the Office of the University Registrar by the appropriate graduation filing deadlines and the program should
not be regarded as conclusive evidence of graduation, honors or academic standing. Degrees will be
awarded following certification by the chancellor, Davis Division of the Academic Senate and Office of the
University Registrar that all degree requirements have been satisfied.

In the event that Commencement activities have to be cancelled, rescheduled or postponed due to
circumstances beyond the university’s control, UC Davis cannot be held responsible for any costs incurred
by the said cancellations, rescheduling or postponement.

Congratulations Graduates!
#UCDAVIS2016

FOR UP TO DATE COMMENCEMENT INFORMATION:
http://commencement.ucdavis.edu
engineeringevents@ucdavis.edu