Dear Students,

We are collecting photos of graduating seniors for the Commencement slide show. Your memorable photos of UC Davis will be shown for the guests at the graduation ceremony. Please email your photos to cjjo@ucdavis.edu by June 1st.

**Tickets distribution information**

All tickets will be electronic. You will receive an email 2 weeks before the ceremony with instructions for printing from home. This is also a reminder that all tickets not printed by June 11th at 5:00pm are subject to forfeiture.

**Extra Ticket Process**

If you would like to request additional tickets, please log back into our registration site and use the “Extra Ticket Petition” tab to submit your request.

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. The last day to request extra tickets is Friday, May 16th.

The ceremonies can also be viewed via live streaming webcast at: http://commencementvideo.ucdavis.edu/

**STUDENTS - DON’T FORGET:**

- Rent your cap & gown from the UC Davis bookstore website (http://bookstore.ucdavis.edu/graduation) before June 2nd, 2014
- If you, the student, have limited mobility or special needs, please contact the commencement coordinator at commencement@caes.ucdavis.edu.

**STUDENTS – THE MORNING & AFTERNOON OF:**

We recommend business casual attire at the ceremony. For your safety and comfort, please wear low-heeled shoes, as you will need to maneuver stairs.

At cap and gown pick up **OR** on the day of the ceremony you will be given a photo name card (in the student line up area). Please fill out both sides of the card legibly. 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. You may also pre-register your photo information to Grad Images at www.gradimages.com.

**STUDENTS – WHEN TO ARRIVE & WHERE TO ASSEMBLE:**

You MUST arrive one hour before the ceremony in order to line up with your major on Hutchinson field on the south side of the ARC Pavilion.
- There will be water stations to help you stay hydrated. Please note that the Aggie Hosts will be conducting gown searches.
- The lineup area is for graduates ONLY. Please direct your guests directly to the ARC Pavilion. Staff will assist students in lining up by major.

Late arrivals will be seated in the back and can join their major on stage when called.
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. Lot 25A, closest to the Pavilion, is 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.

GUESTS – WHEN YOU ARRIVE:
Doors will open one hour prior to the ceremony (8 a.m. & 1 p.m.). 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 be searched 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.

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. For guests who are hearing impaired they may check out a listening devise at the Pavilion’s Guest Services station.

STUDENTS – PROCESSIONAL IN TO THE PAVILION & DURING THE 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.
STUDENTS - UPON LEAVING COMMENCEMENT:
Return gowns outside the ARC Pavilion, near the Starbucks patio area immediately after the ceremony.

PROGRAMS:
Can be purchased in advance through the bookstore
http://ucdavisstores.com/SiteText.aspx?id=20000
Each graduate will receive a complementary program when they are seated.

Program Booklet Disclaimer
Graduates names will appear in the Commencement Ceremony Program if you meet one or both conditions:
1. You filed to graduate in Winter 2014 or Spring 2014 or if
2. You registered to participate in Commencement by the April 11th, 2014 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.

Disclaimer
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.

Please share these policies with your guests.

Thank you,
CBS Commencement Coordinator
cbs-commencement@ucdavis.edu
http://commencement.ucdavis.edu/