



April 2008

Dear Graduating Student:

The University of La Verne is proud to announce the 2008 Spring Commencement Ceremonies are scheduled as follows for bachelor, master, doctoral, and law candidates completing their program this Spring. The scheduled is as follows:

- College of Law – 4:00 p.m., Sunday, May 18, on the Ontario College of Law campus
- College of Arts and Sciences – 6:00 p.m., Friday, May 23, Ortmyer Athletic Complex
- College of Business and Public Management – 9:30 a.m., Saturday, May 24, Ortmyer Athletic Complex
- College of Education and Organization Leadership – Doctor of Education Hooding and Commencement Ceremony, 11:30 a.m., Saturday, May 24, Sheraton Fairplex, Pomona
- College of Education and Organization Leadership, Bachelor and Master Candidates – 4:00 p.m., Saturday, May 24, Ortmyer Athletic Complex

We are anticipating your participation in one of these memorable events as you work towards completing your studies. You will be among a diverse graduating class having taken classes on the main campus, as well as regional campuses from across the State of California. Our candidates will be graduating with degrees from the College of Arts and Sciences; College of Business and Public Management; College of Education and Organizational Leadership, and the College of Law.

By receiving this email information letter, it means that you are officially cleared to participate in a Spring 2008 ceremony. Your name should be on the official list on the Commencement web site at: <http://www.ulv.edu/commencement-spring/event/lists.phtml>. It is important to make sure that you do the following as soon as possible, if you have not already done so:

- Review the Spring Commencement web site at: www.ulv.edu/commencement-spring/chart.phtml to determine which ceremony you are eligible to attend.
- Confirm your intent to participate in a Spring 2008 Ceremony by logging on to: <http://www.ulv.edu/commencement-spring/rsvp/> and filling out the mandatory Student Participation Form no later than Friday, May 9th. Note: This form must be completed in order to be eligible to pick-up guest tickets beginning May 5th.
- Check the Commencement web site regularly for other important information and deadlines

The following information is important to keep in mind as you prepare for your special event.

- **ACCOMMODATIONS & RESTAURANTS** – If you are interested in local area hotels and restaurants, please refer to the Commencement website at www.ulv.edu/commencement-spring/ and click on the Accommodations and Restaurants List links.

- **ALUMNI RELATIONS** – No matter how far you may travel from La Verne, the Alumni Association is here to keep you connected. It is their goal to inform and involve you in university and alumni activities. Notify the Alumni Relations Office at (909) 593-3511, ext. 4680 of any address changes, career and professional accomplishments, and exciting news in your life.
- **ATTIRE** – Your official dress for the ceremony is university sponsored academic regalia appropriate for the degree earned. Overall, we would suggest nice casual to semi-formal attire under your gown. Examples for women: dresses, pantsuits, low pumps or walking shoes. For men: shirt and tie, dress or khaki slacks, and loafers or dress shoes. **You are not allowed to wear other accessories (e.g. balloons, messages on caps and gowns, etc.) besides University issued cords, sashes, or other apparel.**
- **CAP & GOWN PORTRAITS** – Portraits will be available on Saturday, May 21 from 3:00 p.m. to 8:00 p.m. in the foyer of the President's Dining Room, located adjacent to Davenport Dining Hall (southwest corner of Third and C Streets). Please bring your own recently purchased ULV cap, gown, hood, and tassel. Hurry and make your appointment online today. **Note:** This is a service that is being offered to you to make your graduation memorable and complete. Please direct all of your questions to the vendor: HM&P Photography
 Voice: (562) 596-8999 Website: www.gradportraits.com
 Email: whodge@hmp-photo.com
- **COMMENCEMENT CEREMONY** – Commencement is a formal, degree-conferring ceremony. The University of La Verne will issue diplomas to approximately five hundred (500) graduates at each of the main campus Spring Commencement Ceremonies.

What happens at the Ceremony? Candidates assemble in their academic regalia an hour before their ceremony. Staff will line up candidates (according to degrees, not in alphabetical order) for the processional led by our faculty. The program includes remarks to our graduates and guests by President Stephen Morgan, Deans of the various schools and colleges, dignitaries, and special speakers. President Morgan confers degrees on candidates and special honors. Each graduate's name is called as they walk across the stage to receive a diploma cover and shake hands with the President and other University members. The recessional concludes the formal ceremony.

Please Note: The Ceremony will last approximately two hours.

What is the candidate order? Candidates are called to the stage by academic degrees and not to the stage in alphabetical order. They may choose to sit next to friends within their program.

- **DIFFERENTLY-ABLED AND SPECIAL NEEDS** – Candidates concerned about wheelchair access, or other special needs and problems, should indicate their request for assistance by checking the appropriate box on the *Student Participation Form* (available on-line only). A staff member from the Office of the Registrar will coordinate your participation in the ceremony. If you want to make a direct contact to coordinate your participation, please call (909) 593-3511, ext. 4001 or 4004.

Differently-Abled and Special Guest Services – Primary seating for guests will be on chairs on the field and in the bleachers. Canopy cover on the field for differently-abled and elderly individuals will be on a first come-first served basis. No reserved seating will be available for general guests. All seating will be on a first come-first served basis. There will be locations in the venue for guests in wheelchairs.

Special Handicap Parking - There are a limited number of “Disabled Parking Spaces” on campus. You must display the official placard or you will be ticketed and towed.

- **DIPLOMAS** – You will receive a diploma case with a *Certificate of Participation* at the ceremony and not your official diploma. Grades and graduation requirements are verified at a later date. When your degree is posted, you will be sent a letter of confirmation, a complimentary copy of your transcript, and your anticipated diploma mailing date.
- **GENERAL INFORMATION** – Check the Commencement website at www.ulv.edu and click on the Spring Commencement icon towards the middle of the page. Confirmed information will be added to the ULV Commencement web site as it becomes available.
- **GRADUATION ANNOUNCEMENTS** – Ordering information for personalized announcements is online direct through the ULV Commencement web site at www.ulv.edu/commencement. Click on the Graduation Announcement box on the sidebar and proceed to the Graduation Announcements link. You are able to purchase your personalized announcements directly through Herff Jones. Please direct all of your questions to the vendor at their website: www.herffjones.com/college/graduation for personalized announcements. Generic announcements are available in the ULV Bookstore.
- **GRADUATION LIST** – **All students that received this email information packet are on the graduation list.** If you have a friend that didn't receive a commencement packet; please refer them to the Office of the Registrar (traditional undergraduates) at (909) 593-3511, ext. 4004, Graduate Support and Academic Services (main-campus graduate students) at (909) 593-3511, ext. 4537 or 4504, and refer Regional Campus students to their program advisor.
- **GUEST SEATING** – General seating for guests will be on chairs on the field and in the bleachers. Seating will be available on a first come first serve basis. *No reservations are available for guest seating.*
- **GUEST TICKETS** – Admittance tickets for seating are required for each ceremony. Candidates for Spring 2008 will be accommodated with (10) guest tickets per candidate for the ceremonies on the main campus. College of Law and Ed.D. candidates must check with their respective main office for information on tickets. Guest admittance tickets are available beginning May 5th. **Note: We will not reissue tickets that are lost.** Check the Commencement website for guest ticket information at: www.ulv.edu/commencement-spring/tickets.phtml.

Children – Children are welcome to attend but may not participate with graduates in the Commencement Ceremony. **Children three years and older will require a guest admittance ticket for the Ceremony. Fire Marshal codes do not permit placing strollers in the aisles. Strollers will not be allowed on the field. Please advise your guests.** You will be allowed to check-in and leave the stroller in a designated area on the field. Children should exhibit behavior appropriate to the occasion and not disturb other guests.

Please Note: *In past years we have had students who have reproduced extra tickets for sale and/or distribution. The University of La Verne will not permit reproduction and/or sales of admittance tickets. Those who present reproduced tickets will not be allowed entrance to the ceremony.*

- **HONORS** – University honors and departmental honors are awarded and announced to bachelor degree candidates only. Consult the catalog or your academic advisor for questions regarding requirements. Notification of University honors (*Cum Laude, Magna Cum Laude, and Summa Cum Laude*) are sent in the mail within two weeks of graduation for ceremonial purposes only. Final determination of University honors is made when all classes and grades are finalized. University honor cords will be distributed in the robing area to our *Magna Cum Laude and Cum Laude* candidates prior to each of the ceremonies. *Summa Cum Laude* candidates will receive their honor cords on stage at the ceremony. **Only University issued honor cords, cultural, and fraternal cords are allowed to be worn by our candidates.**
- **NAME AND ADDRESS CHANGES** – If you have had a recent change, please contact the Office of the Registrar to update your records at (909) 593-3511, extension 4001.
- **PARKING** – The University is located within the residential area of La Verne. A limited number of parking lots and spaces are available within ULV and the surrounding community. All ULV parking lots are open to our guests without the need of a parking permit. **Warning: Do not park in undesignated parking spaces or unauthorized areas. Vehicles will be towed or ticketed.** All parking laws are enforced by the La Verne Police Department. Please be aware of the City of La Verne (not ULV) special parking permits which limit parking on nearby city streets (where designated). In addition, City of La Verne does not permit overnight parking on city streets.

Handicap Parking Spaces – Limited handicap parking spaces are available for vehicles that have an official “California Handicap Parking Permit” in the Mainiero lot, next to major buildings, and around campus.

- **PHOTOGRAPHY** – Professional still photographers will be taking pictures of all candidates at each ceremony. Temporary stanchions will separate the graduates from the guests. Only official photographers will be permitted in the stage area.

Personal Photography – All personal photography by guests (still and video) must be taken from their seats. Guests are not to stand on the bleachers, chairs, in the aisles, or block the view of other guests. Fire Marshal codes do not allow guests to block aisles to take pictures. There is ample opportunity after the ceremony to seek a wide variety of backgrounds (including the stage) for still and video pictures on campus. **Please Note: Individuals that are repeatedly**

warned not to block the aisles will be asked to leave the premises.

Professional Photography – University Photography, a professional photography company, will provide services at the ceremonies. Two photos will be taken of each graduate; in the robing/instruction area and as they receive their diploma. Within a week after the ceremony, you should receive proofs by email from the company. If you do not receive proofs after two weeks, please contact: University Photography: Voice: (800) 819-7087 or Website: www.universityphoto.com

- **PRACTICE** – No student rehearsal sessions are scheduled for ceremonies. Instructions will be given at the line-up on the day of the ceremonies.
- **PROCESSIONAL** – The procession of candidates will begin from the Pavilion approximately 15 minutes prior to the start of the ceremony. We will not wait for late arrivals. The line-up for the procession will begin ½ hour prior to the ceremony start time. A professional photographer will be taking individual or group photos in the robing area only if you arrive on time.
- **PROGRAM** – The Commencement program outlines the events and participants involved in your ceremony, and lists the names of all graduates and eligible candidates as provided by the Office of the Registrar at the time the program went to press. The presence or absence of a name in the program does not of itself testify to the completion or non-completion of degree requirements at graduation. Each candidate attending the ceremony will receive a Commencement program. Programs are distributed to adults only at the Program Booth on the north side of the field.
- **PUBLIC DOCUMENT** – Under the Family Education Rights and Privacy Act of 1974, University of La Verne is required to inform you that the Commencement program, which will contain your name, major and potential honors designation (if any) will be distributed at the University of La Verne Commencement Ceremonies as a public document.
- **RECEPTIONS** - Check the *Events Schedule* on the Commencement web site to see if your college or program will be sponsoring a reception.
- **REGALIA** – **The deadline to purchase your academic regalia without a late fee is Sunday, May 11th (on-line) or through the main campus Commencement Office by Friday, May 16th. Candidates participating in any of the ULV Commencement ceremonies must wear ULV sponsored regalia including: cap, gown, hood, and tassel.** All bachelor, master, and doctoral (non-custom) caps and gowns are in traditional black. The academic hood is a symbol of your personal achievement—this means by which your degree and the college awarding the degree are readily recognized. The orange and green colors in the satin lining of the hood are ULV colors. These colors are representative of the orange fields prevalent in the area over a hundred years ago when our institution was founded. **All** bachelor hoods are the same color (orange and green) with a white velvet-type border. The color in the velvet border for master and doctoral graduates indicate the degree earned (e.g., light blue for Education, gold for Science).

Return? – All Spring candidates (bachelors and masters) purchased their regalia,

it is yours to keep. Doctoral candidates (except custom) must return their rental regalia immediately after the ceremony to not incur a late fee.

- **ROBING** – Please arrive at least one hour prior to your ceremony for line up and processional instructions in the robing area in the Sports Science and Athletic Pavilion. Family and friends will not be allowed in the robing area. Do not bring personal items to the robing area as we do not have the facilities to secure items for you.
- **ULV COMMENCEMENT WEBSITE** – If you need up-to-date Commencement information, go to www.ulv.edu and click on the *Spring Commencement icon near the middle of the ULV home page*. If you do not find the information that you need, do not hesitate to contact the Office of Commencement Services directly at (909) 593-3511, ext. 4765.
- **VENDOR SERVICES** – A variety of vendors will be selling ULV clothing, memorabilia, class rings, flowers and leis, and graduation items near the Johnson Family Plaza on Friday and Saturday, May 23 -24, before and after the ceremony.

Don't forget to check the ULV Commencement web site for added information as it becomes available. Best wishes to you for a great new year. We anticipate an exciting and meaningful Commencement, and we look forward to your participation.

Marilyn Davies
Registrar

Ruby Montaña-Cordova
Associate Dean, Student Affairs, and
Director of Commencement Services