

Memorandum

Date: February 20, 2008
To: ULV Faculty and Administrators
From: Ruby Montaña-Cordova, Associate Dean of Student Affairs
and Director of Commencement Services
Subject: Faculty/Administrative Commencement Information and Regalia Request/
Participation Form for Spring 2008 Ceremonies

On behalf of our graduating students, I invite and encourage your participation in the 2008 Spring Commencement Ceremonies and Related Events beginning on Saturday, May 17 and concluding on Saturday, May 24, 2008. Your participation is very important. This memo includes the main events scheduled, and the faculty and administrator reservation process for academic regalia.

The following main ceremonies and events are scheduled for the main campus unless otherwise noted:

Saturday, May 17	10:00 a.m.	-African American Graduation Celebration
	3:00 p.m.	-Latino/a Graduation Celebration
Sunday, May 18	4:00 p.m.	-College of Law Commencement Ceremony, College of Law, in Ontario
Friday, May 23	11:00 a.m.	-Pacific Islander/Asian American Celebration
	3:00 p.m.	-Baccalaureate Service, La Verne Church of the Brethren Reception immediately following the ceremony, COB Courtyard
	6:00 p.m.	-College of Arts and Sciences Commencement Ceremony (Bachelor, Master, and Psy.D. candidates only)
Saturday, May 24	9:30 a.m.	-College of Business and Public Management Ceremony (Bachelor, Master, and DPA candidates only)
	11:30 a.m.	-College of Education and Organizational Leadership Ed.D. Commencement and Hooding Ceremony, Sheraton Fairplex, in Pomona
	4:00 p.m.	-College of Education and Organizational Leadership Ceremony (Bachelor and Master candidates only)

Faculty/Administrator Regalia Request/Participation Form/Late Fees:

Our students do look forward to sharing this most important day with you, and value your attendance at Commencement. If you are a full-time ULV faculty or administrator on the main campus and Regional Campuses, or an adjunct faculty member, it is time to reserve or purchase Academic Regalia for your participation in our Spring ceremonies. In fact, whether you plan on attending the ceremonies or not, or you own your own regalia, we need you to fill out the *Faculty/Administrator Regalia Request/Participation Form*. If you want the University to provide rental regalia, **please submit your form on-line from February 25 – through March 16**. You pay no rental charge. Beginning, Monday, March 17, you will incur a late fee of \$45.00 for any order placed through May 2. No rental orders will be placed after Friday, May 2.

All forms must be submitted on-line by Sunday, March 16 if you are placing a rental regalia order. Otherwise, please continue to submit your form through Friday, May 2. You can access the form on the ULV Commencement web page at <http://www.ulv.edu/commencement-spring/regalia/participation-f.phtml> beginning Monday, February 25. Click on the Faculty/Administrator icon. If for any reason you do not have access to the Internet, please have your department secretary submit the form on-line for you.

Custom Regalia Sale Days:

This year, we are offering you again an opportunity to purchase at a discount (20%) your own custom regalia. Reserve time to be fitted with your own custom regalia from your Alma Mater, including ULV on Thursday, February 21st, from 2:00 p.m. – 6:00 p.m., on the main campus, in the Student Resource Center Conference Room. The 20% discount (before taxes and shipping) applies to the complete set, or individual pieces including: gown, hood, tam/cap, or tassel. As an added bonus, tams (black only) will be offered at the one-time price of \$20.00. If you are unable to order on this special day, please consider ordering in person on Saturday, March 8th at the Grad Fair from 10:00 a.m. – 2:00 p.m., in Sneaky Park. By attending one of these two special events, you can be sure that the “fit” for your custom regalia will be perfect. In order to guarantee that you will receive your custom regalia by Spring 2008 ceremonies in May, you must send your order in by Friday, March 28th. Remember...discount pricing only applies to orders completed on Thursday, February 21st and Saturday, March 8th.

Reminders:

In past years, I have accommodated individuals that didn't request rental regalia within the deadline for various reasons, or ordered regalia, and decided not to participate. Please be certain that you will be participating. If regalia is ordered and not used, you will be charged. In addition, we will accommodate late orders with a \$45.00 late order fee beginning Monday, March 17th through Friday, May 2nd. No regalia rental orders will be processed after Friday, May 2, 2008.

Please check out the Commencement web page on the ULV web site at <http://www.ulv.edu/commencement/> All future Commencement correspondence to faculty, administrators and staff will be posted on-line or sent by email. Please make sure that you have filled out the Faculty/Administrator Regalia Request/Participation Form on-line so that you are on the information list whether you plan to participate or not. No packets will be sent in the mail. If you have any questions, please call the Office of Commencement Services at (909) 593-3511, ext. 4765 or contact me directly at ext. 4858. We look forward to your participation.

Thank you for your immediate response!