Pre-Commencement Guide

CONVENIENT TEAR-OUT
COMMENCEMENT CHECKLIST

Check out the Commencement website to see all of the most up-to-date information.

csus.edu/commencement

2016 SPRING COMMENCEMENT
Friday, May 20 and Saturday, May 21
Give the Gift of Membership before Grad Fest April 5

Give yourself or your student the gift of a Grad Pack, including an Alumni Association membership, and gain exclusive access to Grad Fest 30 minutes early! (9:30–10 a.m.) This means skipping the lines to purchase a cap and gown, pick up the Grad Pack, shop for alumni gear, confirm your commencement listing and more. Be sure you don’t miss this extra opportunity by purchasing a Grad Pack online no later than 4 p.m., on Monday, April 4.

SacStateAlumni.com/gradfest

Grad Fest
Music • Prizes • Fun

Before you walk across that Commencement stage, you’ll want to visit Grad Fest at the University Union for all of your graduation needs.

Grad Fest is your one-stop shop for:
• purchasing caps and gowns
• ordering announcements and rings
• taking graduation photos in your Commencement regalia
• joining the Alumni Association
• verifying your name in the program

You can also have all your Commencement questions answered and meet employers and graduate school recruiters.

At Grad Fest, don’t forget to pick up your Grad Pack, just $40 (a $132.50 value), which includes a two-year membership in the Alumni Association, an alumni T-shirt, a license plate frame and a coupon for $5 off your cap and gown purchase. You can also avoid the rush by ordering your Grad Pack in advance at SacStateAlumni.com/gradfest and picking it up the day of Grad Fest.

Visit the Hornet Bookstore table at Grad Fest or shop in-store for “One Day Only” discounts on diploma frames and alumni merchandise.

For more information on Grad Fest, visit SacStateAlumni.com/gradfest
Dear Graduate-to-be,

The moment for which you have long worked and dreamed—your graduation day—is within sight. It is a celebration of your perseverance, growth, and bright future and will certainly be a memorable one for you, your family, and friends.

On behalf of all of us at Sacramento State, we hope you will join your College’s commencement ceremonies. These formal proceedings are an honored tradition in academia and a chance for your faculty and members of our University community to celebrate your achievements.

This brochure outlines dates and times for your ceremony, key details about academic regalia, and important information for your guests. You may also find this information on the website at csus.edu/Commencement.

If you have additional questions, please contact the Commencement Office at commencement@csus.edu or call (916) 278-4724.

You are an important member of the Hornet Nation, and we look forward to welcoming you into our Hornet alumni family.

Stingers Up!

Sincerely,

Robert S. Nelsen
President
Friday, May 20


11:30 A.M.  College of Social Sciences and Interdisciplinary Studies

10:30 a.m. graduates arrive and doors open to the public
- Anthropology
- Asian Studies
- Economics
- Environmental Studies
- Ethnic Studies
- Family and Consumer Sciences
- Gerontology
- Government
- Liberal Studies
- Psychology
- Public Policy and Administration
- Social Science
- Sociology
- Urban Land Development
- Women’s Studies


3:30 P.M.  College of Natural Sciences and Mathematics

2:30 p.m. graduates arrive and doors open to the public
- Biological Sciences
- Chemistry
- Geography
- Geology
- Mathematics and Statistics
- Physics and Astronomy


6:30 P.M.  College of Education

5:30 p.m. graduates arrive and doors open to the public
- American Sign Language and Deaf Studies
- Career and Technical Studies
- Child Development
- Counselor Education
- Curriculum and Instruction
- Educational Leadership and Policy Studies
- Educational Technology
- Gender Equity
- Language and Literacy
- Multicultural Education
- School Psychology
- Special Education
- Teaching Credentials
- Vocational Rehabilitation
- Workforce Development Advocacy

View spring ceremonies via livestream:
csus.edu/commencement
All ceremonies are at Sleep Train Arena, 1 Sports Parkway, Sacramento, CA 95834.

Saturday, May 21

8:30 A.M. College of Health and Human Services
7:30 a.m. graduates arrive and doors open to the public
- Criminal Justice
- Kinesiology and Health Science
- Nursing
- Recreation, Parks and Tourism Administration
- Social Work
- Speech Pathology and Audiology

3:30 P.M. College of Business Administration
2:30 p.m. graduates arrive and doors open to the public
- Accountancy
- Entrepreneurship
- Finance
- General Management
- International Business
- Management Information Systems
- Management of Human Resources and Organizational Behavior
- Marketing

12:30 P.M. College of Engineering and Computer Science
11:30 a.m. graduates arrive and doors open to the public
- Civil Engineering
- Computer Engineering
- Computer Science
- Construction Management
- Electrical and Electronic Engineering
- Mechanical Engineering

6:30 P.M. College of Arts and Letters
5:30 p.m. graduates arrive and doors open to the public
- Art
- Communication Studies and Journalism
- Design
- English
- History
- Humanities and Religious Studies
- Music
- Philosophy
- Theatre and Dance
- World Languages and Literatures

Please RSVP to your respective college:
csus.edu/commencement
Frequently Asked Questions

For the Graduate:

How do I know I have completed all the requirements to graduate?
Students who have filed their petition to graduate—undergraduates with the Office of the University Registrar, graduate students with the Office of Graduate Studies—should review the academic requirements section in their student center via My Sac State. For additional questions, undergraduate students can contact the Degree Evaluations office at (916) 278-3901. Graduate students can visit csus.edu/gradstudies/current students/StepsToGraduation.html or contact the Office of Graduate Studies at (916) 278-6470.

What are honors?
To be recognized with academic honors, you must have a qualifying GPA (3.5 or higher Sacramento State GPA) prior to the semester in which ceremonies are held. If you subsequently improve your GPA, graduation honors will be posted on the official record and diploma. You will not, however, be able to acquire an honor cord for the Commencement ceremonies. Graduate students are not eligible for honors.

To find out if you are receiving academic honors or to purchase an honor cord, please check with the ASI Student Shop at (916) 278-7916 after Tuesday, April 5.

Where do I order graduation announcements?
Balfour graduation announcement samples, pricing and ordering information are available at the Hornet Bookstore. The ordering period for Spring Commencement began Jan. 25. Personalized announcements and graduation items can be ordered individually or in value-priced packages. Graduates can place orders online by visiting balfour.com or by using Balfour’s toll free number, (877) 225-3687. Balfour representatives will also be at Grad Fest on April 5 to personally assist you with your order.

How do I verify my name will be in the printed Commencement program?
If you filed your petition to graduate with the University Registrar in advance of the deadline, your name will be printed in the Commencement program booklet. If you have changed your name since applying for graduation, please contact the Registrar’s Office at (916) 278-3625.

Where can I get a Commencement program?
Commencement program booklets are available on the day of the ceremony. The University prints a limited number of Commencement programs for guests. Graduates will receive a copy of the Commencement program at their College ceremony.

Where do I go to line up for the ceremony?
From the arena parking lot, graduates will follow the signs directing them to the designated graduate entrance. Once inside, Sacramento State Commencement staff and College Commencement coordinators will direct graduates on how to line up.

See page 8 for driving directions and parking information.
Which entrance should guests use?
Guests will enter Sleep Train Arena through either the southeast or southwest entrances near lots G, H, J and K. Doors to the arena open one hour before the ceremony. Please remind your family and friends to allow adequate time for traffic, parking and security screening on your graduation day.

Can guests take photos?
Guests are permitted to take photographs and video from the stands only. They are not allowed on the main floor of Sleep Train Arena. Please note: University staff members will also be photographing the event. Photos and video taken by staff are for University use and are not intended to be sold or given to graduates or family members.

Can my family come to see me before the ceremony?
No. Guests are prohibited from the assembly area.

How many guests may I invite?
At this time, you may invite as many guests as you wish. Tickets are not required.

Where do guests meet graduates after the ceremony?
After the ceremony, guests and graduates can meet outside the arena near the east tunnel. Guests are not permitted on the floor of the arena.

Will the ceremonies be live streamed?
Yes. Guests can visit csus.edu/commencement at the time of your ceremony for access. Each College's ceremony will also be archived for viewing after the event.

See page 9 for information about guests and students with disabilities.
What is the policy regarding alcohol at commencement?
Commencement is an alcohol-free event. This venue does not allow outside alcohol on the premises. For everyone’s safety and to ensure that all participants enjoy this special occasion, we ask that graduates and guests do not bring alcohol onto the property. Being under the influence imposes on others and could preclude your participation in the ceremony.

What should I bring?
Wear your cap and gown to the ceremony. Proper attire is required to participate. You do not need to provide proof that you are graduating to enter.

Can I bring my cell phone?
Cell phones are permitted, but please turn off the ringer once you enter the arena. NOTE: There are no provisions in the assembly area for coats, handbags or other valuable personal items.

Flowers and leis can be purchased through private vendors at the arena.

All patrons entering the arena will be required to enter walk-through metal detectors in addition to bag checks. For safety and security reasons, Sleep Train Arena prohibits the following items. Please inform your guests:

- No balloons, permanent markers or spray paint
- No bags larger than 14”x14”x6”
- No backpacks, duffel bags or coolers
- No alcohol, cans, bottles or flasks
- No outside food or beverage (baby food permitted)
- No laptop computers
- No skateboards, roller-blades, bicycles, helmets or chairs
- No signs, flags, banners, posters larger than 11”x17” or attached to a pole/stick
- No professional cameras, flash photography, tripods or monopods
- No illegal drugs
- No weapons, pepper spray, mace, flares, fireworks, pocket knives or dangerous devices
- No laser pointers
- No audio or video recording devices
- No noise-making devices including air horns, whistles, drums, plastic horns or cow bells
- No Frisbees or beach balls
- No two-way radios
Are You Ready for Graduation?

Commencement Checklist

Tear out and keep this checklist to make sure you are prepared for Commencement.

☐ Visit your online student center
   Review your academic requirements and graduation application in the My Sac State Portal to ensure all graduation requirements have been completed.
   my.csus.edu

☐ Visit the Commencement website
   Confirm your ceremony date and time as well as additional information to help you and your guests prepare for the big day.
   csus.edu/commencement

☐ Attend Grad Fest: Tuesday, April 5
   Visit the one-stop shop for graduates, designed to help you prepare for all your graduation needs.
   SacStateAlumni.com/gradfest

☐ RSVP to your College today
   Graduates must RSVP to their respective College to participate in Commencement ceremonies.
   csus.edu/commencement

☐ Order Graduation Announcements
   Graduates can place orders online by visiting balfour.com or by using Balfour’s toll free number, (877) 225-3687. Ordering period began Jan. 25.

Purchase your cap and gown early to ensure proper size

(prices shown do not include taxes and are subject to change)

- Bachelor’s cap, gown and tassel: $36.00
- Master’s hood, cap, gown and tassel: $58.75
- Master’s hood only: $22.00
- Gold tassel only: $6.25
- Souvenir tassel: $10.00
- Honor cord: $12.75

(Honor cords will be available on April 5)

Commencement parking fee: $15.00

(more parking info on reverse)

Purchase your Commencement items at the ASI Student Shop

Monday, Wednesday, Thursday and Friday: 9 a.m.–4:30 p.m.
Tuesday: 9 a.m.–7 p.m.
Details: (916) 278–7916

Commencement items can also be purchased at Grad Fest on April 5.

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- Monday, Wednesday, Thursday and Friday: 9 a.m.–4:30 p.m.
- Tuesday: 9 a.m.–7 p.m.
- Details: (916) 278–7916

Purchase your cap and gown

Graduates must wear regalia to participate in Commencement ceremonies. Caps and gowns are available beginning Feb. 1 at the ASI Student Shop on the third floor of the University Union.
www.asi.csus.edu/services/student-shop

or

Commencement items can also be purchased at Grad Fest on April 5.

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- Tuesday: 9 a.m.–7 p.m.
- Details: (916) 278–7916

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RSVP to your College today

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or

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Sleep Train Arena:
Sleep Train Arena is located five minutes north of downtown Sacramento near the northeast corner of Interstate 5 and Interstate 80.

If you are traveling on Interstate 80 East, exit on Interstate 5 North toward Redding and continue north until you reach Arena Blvd. Exit Arena Blvd and follow the signs to Sleep Train Arena.

If you are traveling on Interstate 5 North or South, exit at Arena Blvd and follow the signs to Sleep Train Arena.

Allow ample time to get to Sleep Train Arena, park and assemble. Ceremonies will start promptly at the designated time.

Where do I park?
All ceremonies are at Sleep Train Arena. Enter the arena parking lot through Toll Plazas 5, 7 or 9.

Do I have to pay for parking?
Yes, Sleep Train Arena charges $15 (CASH ONLY) per vehicle at the Toll Plaza. Please inform your family and guests of the fee.

Directions and parking info

Your ceremony begins at:

Friday, May 20
- 11:30 a.m. College of Social Sciences and Interdisciplinary Studies
- 3:30 p.m. College of Natural Sciences and Mathematics
- 6:30 p.m. College of Education

Saturday, May 21
- 8:30 a.m. College of Health and Human Services
- 12:30 p.m. College of Engineering and Computer Science
- 3:30 p.m. College of Business Administration
- 6:30 p.m. College of Arts and Letters
Who do I contact if I need special accommodations at graduation?

Graduates with disabilities who need special accommodations should contact their College and the Commencement Office, commencement@csus.edu or (916) 278-4724, before the Commencement ceremony.

How do I arrange special accommodations for my guests with disabilities?

Every effort will be made to arrange reasonable accommodations for all guests with disabilities.

Before Commencement, contact the Commencement Office by emailing commencement@csus.edu or calling (916) 278-4724 with your name, College, phone number, email address and the names of the disabled guests. On graduation day, those needing special services should arrive an hour before the ceremony and report to the Special Guest Services Table on the second floor of Sleep Train Arena.

Sacramento State Commencement staff will escort your disabled guest to a reserved seat. Due to space limitations, disability seating is only reserved for the disabled guest and one companion.

A sign language interpreter is on the stage during each ceremony and can be viewed on the arena’s video screens.

Guide dogs are allowed in the arena. Guests should bring their guide dog’s certification and be prepared to present the certificate to arena security at the entrance. No other animals are permitted.

Disabled parking: Lot H available through Toll Plaza 5

Can’t find what you’re looking for? Contact the related department below.

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**Disability Services Information**

**Commencement Office**
(916) 278-4724
commencement@csus.edu
csus.edu/commencement

**Associated Students, Inc.**
(916) 278-7916
www.asi.csus.edu

**Office of the University Registrar**
(916) 278-3625
csus.edu/registrar

**Degree Evaluations Office**
(916) 278-3901

**Hornet Bookstore**
(916) 278-6446
hornetbookstore.com

**Office of Graduate Studies**
(916) 278-6470
csus.edu/gradstudies

**Alumni Association**
(916) 278-6295
alumni@csus.edu
SacStateAlumni.com
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Redefine the Possible

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