On behalf of the entire college community, it is our pleasure to extend our heartfelt congratulations and invite you to the City College of San Francisco’s 80th Annual Commencement Exercises. We hope this celebration of your academic achievement will become a wonderful memory that you will cherish for years to come.

To ensure that the Commencement Exercises are an enjoyable experience for everyone, please carefully review this communication and relay this important information to those family members, friends, and colleagues whom you invite to your ceremony.

Commencement is a significant occasion in the life of any student; one we hope is enhanced by the presence of family and friends. Your knowledge, understanding, and cooperation with all the enclosed instructions are imperative to ensure an enjoyable and memorable ceremony for everyone.

Please remember that attending the Commencement Ceremony is not equivalent to degree completion. If, after reading this newsletter you still have questions, please call (415) 239-3211.

Once again, our congratulations and best wishes for your continued success!

Sincerely,
CCSF Commencement Committee
Annual Ceremony

The Office of Student Affairs & Wellness as well as the Commencement Committee work hard every year to make the Commencement Ceremony one that commencement candidates and their families will take pride in. The ceremony takes place once a year, every Spring semester in May. This year’s ceremony is on **May 22, 2015 at 2:00PM**.

Graduates from the previous Summer, Fall, & current Spring semesters are all welcome to register and participate. Rain or shine, this event is held in the Ram Stadium on our Ocean Campus. Every year, approximately 500 students receiving their Associate Degrees in Arts and/or Sciences wear their caps and gowns and proudly cross the commencement stage.

Commencement is a wonderful time at C.C.S.F. and a very rewarding experience for not only our students, but those of us who work here at the college as well.

**Commencement Schedule**

Friday, May 22, 2015

12:45PM - Gates open for people with disabilities and ONE companion.
1:00PM - Gates open for all guests.
2:00PM - Ceremony begins.

All ceremonies take place in Ram Stadium on the Ocean Campus located at 50 Phelan Avenue, San Francisco, CA 94112. Doors open to guests 1 hour prior to the ceremony. The ceremony lasts approximately 120 minuets. Guest seating is on a first-come, first-served basis.

A campus map and parking/driving instructions to CCSF are located on the last page of this Newsletter.
Graduate Participation

A student may be graduated from City College of San Francisco with the degree of Associate in Arts (AA) or Associate in Science (AS) by satisfying the requirements established by the Board of Governors of the California Community Colleges, the Governing Board of the San Francisco Community College District, and the faculty of the College.

Students seeking the Associate in Arts or the Associate in Science Degree must complete and submit a Petition for Graduation Form to the Admissions and Records Office on or before February 27, 2015.

Students should not petition for the Associate Degree until all the requirements are met or are about to be satisfactorily completed in the current school term.

Students are requested to review the completion of all requirements with their counselor or advisor prior to submitting the Petition for Graduation Form to the office of Admissions and Records.

About Us

Office of Student Affairs & Wellness
Ocean Campus, E106
415-239-3211
studentaffairs@ccsf.edu

Commencement Coordinator,
Rita Tuialulu'u
Registering for Commencement

Commencement registration is available online starting **Friday, February 13, 2015.**

In order to participate in the Commencement Ceremony, all graduates **must be registered NO later than Friday, April 10, 2015.**

To register:

1) Log on to your WEB4 account.

2) Click on Student Services.

3) Select “Commencement Ceremony Registration” and follow the prompts.

Upon registering, all students will receive a confirmation email with pertinent information.

* Note: Ceremony registration is a separate process from petitioning for the AA/AS Degree.

Commencement Program

We make every effort to ensure that all graduating students who register before the designated deadline are listed in the Commencement program. If you do not register for the Commencement Ceremony before the deadline, your name will NOT be listed in the Commencement program. We have a printing approval deadline that will preclude inclusion of late registrants.

However, please be aware of the following information:

• If at any time you have requested privacy protection for your academic records, your name cannot be published in the program by law unless you have indicated on your commencement registration form that you desire your name to be included in the program.

• Although your name might not be included in the printed program, you will still be individually recognized by name as you cross the stage.
Are you the next Student Speaker?

Each year, one student among the graduating class receives the honor of being chosen by the Commencement Committee as Student Speaker. The student speaker presents his or her speech at the Commencement Ceremony in front of all of his/her peers.

If you are receiving an AA/AS Degree at this year’s Commencement, are graduating with honors, and are interested in becoming the next student speaker, please apply online at:

[Student Speaker Application Online Form (click here)]

The application will be online on February 13, 2015 and the deadline is [Friday, March 13th, 2015] for consideration. Eligible candidates will be contacted shortly after by the Commencement Coordinator.

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Graduating with Honors

Students who have maintained a grade point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have maintained a grade point average between 3.50 and 3.74, inclusive, will be graduated with High Honors. Those who have maintained a grade point average between 3.75 or higher will be graduated with Highest Honors. In determining whether students will qualify for honors at graduation, the Office of Admissions and Records does not count units, grades, or grade points they earned in physical education. If a student graduates with honors, a notation will be placed on the student’s unofficial/official transcript. Students with transferable units from another accredited college or university will have the grade point units earned count toward graduation with Honors. Such students, however, will not be granted Higher Honors than those earned at City College of San Francisco. Students should arrange to have transcripts from other colleges or universities sent to the Office of Admissions and Records in order to have transferable units counted toward graduation with Honors.
Purchasing

Commencement Packages as well as other commencement related items are available for purchase at the CCSF Bookstore, Ocean Campus. They have everything you need to get ready for Commencement! Commencement Packages are available for pre-order beginning Wednesday, February 11, 2015 at ccsfshop.com.

After registering for Commencement, you may pre-order your Commencement Package online. Keep in mind that you will not be able to purchase any Commencement Package until you are registered.

Pre-order your Commencement Package online by Friday, March 27, 2015. Visit www.ccsfshop.com to place your pre-order then pick it up at the Grad Finale.

Borrowing

The Cap and Gown Loan Program was founded in Spring 2008 by Rita Tuialu’ulu’u. The mission in creating the program is to loan caps & gowns to graduating students with financial need. Program requirements are as follows:

1. Maximum of one package per student.
2. All participants must be current CCSF students receiving an AA/AS degree and have a current student ID.
3. All participants must purchase the Limited Package from the CCSF Bookstore, Ocean Campus to accompany their Cap & Gown Loan.
4. All participants must agree to purchase/replace any lost or damaged items; otherwise, a hold will be placed on the students’ account.

Students who participate in certain programs such as EOPS, Child Development, & Calworks may have additional options available to them. Check with your program coordinator.

Caps & gown loans are limited, and will be disbursed on a first come, first served basis as we receive applications. Applications will be available online at the following link:

Cap & Gown Loan Application Online Form (click here)

beginning on April 17, 2015 and will close on April 24, 2015.
**Grad Finale**

All pre-ordered Commencement Packages and Cap & Gown Loan Packages shall be available for pick up by graduates at the Grad Finale Event. Have your picture taken, order personalized announcements, class rings and more!

**When:**

**Wednesday, April 29, 2015 10:00am to 4:00pm**

**Thursday, April 30, 2015 10:00am to 4:00pm**

**Where:**

**CCSF Bookstore, Ocean Campus**

Visit [www.ccsfshop.com](http://www.ccsfshop.com) and Like CCSF Bookstore, Ocean Campus on Facebook for up-to-date information. Questions about Grad Finale? Contact us at [ccsf@bkstr.com](mailto:ccsf@bkstr.com)

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**Ticket Information**

Due to the size of your graduating class and the number of seats available, candidates will each be issued seven guest tickets for admission of family members and friends. Children under two years of age and graduates do NOT need tickets. No ticket means no admittance to the ceremony. If extra tickets are available, they will be distributed on a first come, first served basis on **May 11, 2015**.

**Commencement Announcements**

Information on how to purchase personalized graduation announcements is available online at [ccsfshop.com](http://ccsfshop.com). Please allow 4 to 6 weeks for delivery of personalized announcements.

**Commencement Photography**

Professional photographers will be on site the day of the ceremony. Information on how to purchase commencement photograph packages will be available at the Grad Finale.

**More Information...**

- Flowers/Leis? Flowers and leis will be sold on campus the day of the ceremony.
- Class Rings? Order information is available at [www.ccsfshop.com](http://www.ccsfshop.com), and at the Grad Finale!
- Honor Cords available for purchase at Grad Finale for qualifying students.
Frequently Asked Questions

Q: How do I find out the status of my degree?
A: Questions concerning the status of your degree should be addressed directly to the Admissions & Records office in Conlan Hall, room 107.

Q: Will I receive my actual diploma at commencement?
A: No. Your actual diploma will be mailed to you once your petition is approved & processed.

Q: I'm completing a certificate program, may I participate?
A: At this time, the Commencement Ceremony is for graduates receiving their AA/AS Degree only.

Q: Can I participate in the ceremony even if I will not complete my coursework until summer 2015?
A: Contact the Commencement Coordinator for clarification regarding your particular circumstances.

Q: When do I receive my tickets for family and friends to attend?
A: Your tickets will be included in your Commencement Package, pick it up at Grad Finale.

Q: How many tickets am I entitled to?
A: All graduates receive 7 tickets in their Commencement Package.

Q: Are extra tickets available?
A: If available, they will be distributed on a first come, first served basis on 05/11/15 at the bookstore.

Q: Why are guest tickets required for Commencement?
A: Safety is the first and foremost reason for controlling the number of guests tickets. Also, the city fire marshal has made it clear that we must limit the number of guests to the seating capacity of the stadium.

Q: I am a participating graduate. Do I need a ticket?
A: No, graduates do NOT require a ticket.

Q: Do children need a ticket to attend commencement?
A: Children, ages two and under, do not need a ticket.

Q: Can non-graduating CCSF students get tickets for the Commencement Ceremony?
A: All guests, including non-graduating students, must have a ticket to enter the ceremony.

Q: If one of my guests is in a wheelchair, will a ticket be required?
A: Yes, since a wheelchair occupies the space as a chair, a ticket is required for individuals in wheelchairs.

Q: Are seats reserved?
A: No, all seats are general admission. Seating is on a first-come, first-served basis.
Frequently Asked Questions cont…

Q: How early should my guests arrive to the ceremony?
A: The doors will open 60 minutes prior to the ceremony for all guests.

Q: How long does the Commencement Ceremony last?
A: Each ceremony last approximately 120 minutes.

Q: Can someone videotape the ceremony?
A: Yes, the use of personal video cameras will be allowed to the extent that they do not obstruct the view of other guests in the audience. Tripods are not allowed.

Q: Will there be a place where I can store my valuables during the ceremony?
A: No, please leave your valuables and personal possessions with family and friends; we do not have security or space to store them and you will not be allowed to carry anything with you during the ceremony. We are not responsible for lost, stolen or destroyed personal possessions.

Q: When are diplomas mailed?
A: Diplomas are mailed approximately 8 (eight) weeks after your individual petition is processed.

Q: Can anything prevent the release of a diploma?
A: Yes, diplomas will not be released for students who have outstanding financial obligations to City College or outstanding academic requirements.

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FOR GRADUATES:

02/15/15 - Commencement Registration begins
02/11/15 - Commencement Package Pre-orders begin
03/13/15 - Deadline to apply for Student Speaker Candidacy
02/27/15 - Deadline to submit AA/AS Degree Petition
03/27/15 - Deadline to pre-order Commencement Packages
04/10/15 - Deadline to register to participate in the Commencement Ceremony
04/17/15 - Cap & Gown Loan Program Opens
04/29/15 - Grad Finale @ Ocean Campus Store, 10am to 4pm
04/30/15 - Grad Finale @ Ocean Campus Store, 10am to 4pm
05/11/15 - Extra Ticket Disbursement in the CCSF Ocean Campus Store
05/22/15 - Commencement Ceremony

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Graduates

Graduates must arrive on time. If you arrive late, you will have to wait until the appropriate time before you are escorted to your seat by a commencement marshal. Graduates will be properly attired in their Cap & Gown. Gowns are to remain zipped up and closed throughout the duration of the ceremony. Graduates are to check in upon arrival and should remain in the designated graduate staging area until the ceremony concludes. Graduates are NOT allowed to have any personal belongings with them during the ceremony. This includes, purses, bags, wardrobe of any kind, etc. Cellphone use once the ceremony begins is prohibited. Graduates are not allowed to carry personal signs/banners of any kind during the ceremony. Graduates will be ushered off the field once the ceremony has concluded. There will be no gathering allowed on the field or in parking lots as this is a safety hazard. Disrespecting others or intentional disruption of the Commencement Ceremony in any way shall not be tolerated.

Guests

Guest seating is general admission. Any late guests should quietly take their seats so as to not disrupt the ceremony. Guests with small children, or a need to get up frequently during the ceremony, may consider sitting in an easily accessible area near the top of the stadium so as not to disrupt the ceremony. Guests are not allowed to block or stand in the aisle. It is a hazard and disruptive to other guests. Guests should refrain from disruptive phone usage during the ceremony. There is no outside food or drink allowed and there are no pets allowed of any kind, except service animals.

Very Important: If you are in violation of the expected code of conduct and/or refuse to comply with the request of College Officials, you will be asked to leave the ceremony and you will be escorted out of the stadium by the CCSF Campus Police. You will not be allowed to return to the graduation area or to participate in the rest of the ceremony. There is a zero tolerance policy on Commencement Day. You will not be allowed to return to the commencement area or to participate in the rest of the ceremony. For the secured enjoyment of all parties, there is a zero tolerance policy on commencement day conduct.

Thank you for understanding and cooperating with us to ensure a successful and memorable commencement day for all who attend.
Access, Parking, and Directions

Commencement Candidates or Guests with Disabilities

If you are a person with a disability who needs reasonable accommodations for this event, please contact the Office of Student Affairs & Wellness at (415) 239-3211 at least 15 days in advance of the ceremony. Please know that some accommodations (e.g. sign language interpretation) have already been arranged.

The main entrance to Ram Stadium is wheelchair-accessible and parking for people with disabilities is available on Cloud circle as well as in all parking lots. If any of your guests are physically unable to stand and require a seat, please have them identify themselves to a Commencement crew member at the stadium entrance. The stadium gates will open to people with disabilities and ONE companion 1 hour and 15 minutes prior to the ceremony.

Parking

There is limited parking on the C.C.S.F. campus. Car-pooling and public transportation are recommended. The parking lots labeled “Graduate/Guest Parking” on the next page are available for the day of the ceremony. Parking for people with disabilities is available on Cloud Circle as well as in all parking lots. If you have special parking needs, please call the Campus Police office at (415) 239-3200.

Directions

North Bay:
Merge onto US-101 S/CA-1 S toward San Francisco (Portions toll) (Electronic toll collection only).
Merge onto CA-1 S toward 19th Ave/Golden Gate Park. Turn left onto Sloat Blvd. Turn right onto Junipero Serra Blvd. Turn left onto Ocean Ave. Turn left onto Phelan Ave.

East Bay:

South Bay: