

FRESNO STATE

Discovery. Diversity. Distinction.

COMMENCEMENT INFORMATION AND INSTRUCTIONS

Saturday, May 18, 2013 – Save Mart Center

Congratulations! As a candidate for a degree, you are finally reaching one of your hard-earned goals. Therefore, we hope the ceremony commemorating your achievement will be enjoyable and memorable to you and your guests. This Commencement guide is designed to provide you with information about the ceremony. There is no rehearsal, so please read the entire guide carefully and share the information with your guests. If this guide leaves any of your questions unanswered, or if you are unsure about any aspect of Commencement, call the Student Involvement Center (278-2741) or the Office of the Vice President for Student Affairs (278-2541).

WHERE AND WHEN WILL THE COMMENCEMENT CEREMONY BE HELD?

The Commencement ceremony will be held in the Save Mart Center beginning promptly at 9:30 a.m. on Saturday, May 18, 2013. Guests may enter the arena beginning at 8 a.m. The Commencement ceremony will last approximately two (2) hours.

DECORUM

The Commencement ceremony is a traditional academic ritual. To participate in the ceremony, you must wear the appropriate academic regalia and maintain decorum. This means: no signs, no fireworks, no bottles, no beach balls, no cans, no drugs and no alcohol. Graduates

choosing to ignore these rules will be excused and may be subject to university disciplinary action that could delay graduation.

You are asked to remain in your seat for the entire ceremony. Movement on the floor level is distracting to the guests in the arena, and is disrespectful to the speakers.

Graduation symbolizes the culmination of many years of hard work and is a time for you, your family and friends to recognize and celebrate your success. The faculty and staff of California State University, Fresno congratulate you on your academic success and wish to ensure the Commencement ceremony will be a fitting conclusion to this phase of your education. We ask your help in making the ceremony a pleasant experience for all by attentively considering the rights and feelings of other participants and guests.

ASSEMBLY INSTRUCTIONS

Baccalaureate candidates and master's candidates will assemble at the loading dock located at the northeast corner of the Save Mart Center beginning at 8 a.m. Wear comfortable shoes suitable for walking down the loading dock ramp. Students who may have difficulty walking down the loading dock ramp should enter at the northeast corner of the arena and use the elevator to get to the loading dock.

You should bring only your cap and gown, leaving gown boxes, cameras, handbags, etc., in your car or with your guests. There is no place for these items to be kept in the assembly area.

YOU MUST ENTER THE LOADING DOCK ASSEMBLY AREA WITH YOUR GOWN IN HAND. YOU MAY PUT IT ON ONCE ADMITTED.

As you enter the loading dock area, you will be handed a card and a pencil by a representative of a photography company. Please fill out the card and return the pencil. Keep the card with you until the procession begins. As you leave the assembly area, a representative of the photography company will collect the card.

After entering, filling out the card, and putting on your gown, please assemble behind the sign designating your College/School. Marshals and staff will be present to provide assistance and instructions.

The Dean's Medal recipients will lead each College/School in the procession. Bachelor's candidates will lead the procession and will line up in pairs. Master's candidates will follow the bachelor's candidates and also line up in pairs. Students with multiple or interdisciplinary majors should select the College/School which is of greater significance to their degrees.

HOW DO I WEAR THE ACADEMIC REGALIA?

Gowns should be mid-calf in length. The cap is worn squarely on the head with the point in the middle of the forehead. The tassel is worn on the right side of the mortarboard until the President, during the ceremony, officially and formally confers the degree. The tassel is then moved from the right side to the left side of the mortarboard. The tassel color reflects the College/School from which you are graduating.

KENNEL BOOKSTORE EMPLOYEES WILL BE IN THE ASSEMBLY AREA FOR ANY OF YOUR LAST MINUTE NEEDS (TASSELS, MIRRORS, PINS, CAPS, ETC.)

PROCESSION

The line of march will leave the assembly area promptly at 8:30 a.m. to enter the arena. Please follow directions of the marshals during the procession. When you arrive at your seat in the arena, be sure to stand directly in front of your seat. When the entire row is full, you may be seated.

PRESIDENT'S PARTY

When all students and faculty are seated, the President's Party will enter. It is appropriate to stand for the President's Party.

THE CEREMONY

President Welty will make opening remarks and will also make several award presentations. The Provost and Vice President for Academic Affairs will then ask the College/School Deans to present the candidates for degrees. Example: Dean of the College of Science and Mathematics: "I ask the faculty of the College of Science and Mathematics to rise and recognize the candidates." "Will the candidates for Bachelor of Arts degrees in the College of Science and Mathematics, their family and friends, please rise." "Mr. President, I present to you the candidates from the College of Science and Mathematics." "You may be seated."

After all Colleges/Schools have been presented individually, the Provost and Vice President for Academic Affairs will ask ALL candidates to stand. All bachelor's degree candidates will rise and the President will confer the degrees. At this time, the tassel should be moved from right to left.

Master's degree candidates will then be presented by the Dean of Graduate Studies and the degrees will be conferred by the President. A format similar to that used for the bachelor's candidates will be followed.

At the conclusion of the program, the President will deliver his charge and then ask all to stand for the singing of the Alma Mater (printed in your commencement program). Remain standing for the recessional.

RECESSIONAL

After the President's Party has exited, the faculty will exit. Graduates will be free to exit on their own after the faculty have exited. It is recommended that graduates make prior arrangements to meet their guests outside the arena following the ceremony since guests are not permitted on the floor level.

WHERE WILL EVERYONE SIT DURING THE CEREMONY?

Guests may sit anywhere in the arena except those seats reserved for graduates.

Guests will not be permitted on the arena floor. **EXCEPTION: Guests with difficulty climbing stairs, and one person to accompany them, will be permitted onto the arena floor to access seating areas from 8 a.m. to 9 a.m. only. Use the northwest elevator. Ushers will be present to direct guests. Following the ceremony, these same guests may exit using the arena floor.** All seating is free and on a first-come, first-serve basis. Please note the side of the arena designated for your College/School on the list below. This list indicates the seating of graduates in the arena. For example, graduates from the Lyles College of Engineering will be on the north side of the arena. You should inform your guests of your probable location in the arena so they may be able to locate you during the ceremony.

- NORTH SIDE -

**The Craig School of Business
Kremen School of Education and
Human Development
College of Arts and Humanities
Lyles College of Engineering**

- SOUTH SIDE -

**College of Health and Human Services
Jordan College of Agricultural Sciences
and Technology
College of Social Sciences
College of Science and Mathematics
Graduate Studies**

SEATING FOR GUESTS WITH WHEELCHAIRS is available throughout the arena. Due to limited space, only one person is permitted to accompany a person in a wheelchair.

SEATING FOR GUESTS WHO ARE DEAF OR HARD OF HEARING will be in the first row of Section 111. An interpreter will be available.

WILL PROFESSIONAL PHOTOGRAPHS BE TAKEN?

Although the ceremony is too large to present diplomas to individuals, professional photographers will be taking individual photographs of each graduate as they leave

the assembly area and proceed to the arena. These photographs are a courtesy to the participating graduates. A free color proof will be mailed to each graduate's permanent address. There is no obligation to purchase the photo package.

COMMENCEMENT PROGRAMS

A Commencement program will be available on the loading dock for each graduate, and is yours to keep. Commencement programs will be available for guests as they enter the arena.

CONCESSIONS

The concession stands in the arena will be open for water and soft drink purchases only.

PHOTOGRAPH AREA

Guests with cameras will only be permitted to take photographs from their seats. Guests will not be permitted on the floor, nor can they leave their seats to get closer to the floor to take photographs.

FLOWERS & GIFTS

Flower bouquets and fresh leis will be on sale at merchandise sites throughout the arena.

RESTROOMS

Restrooms are available at the northwest corner of the arena floor if you need to use them during the ceremony.

PARKING

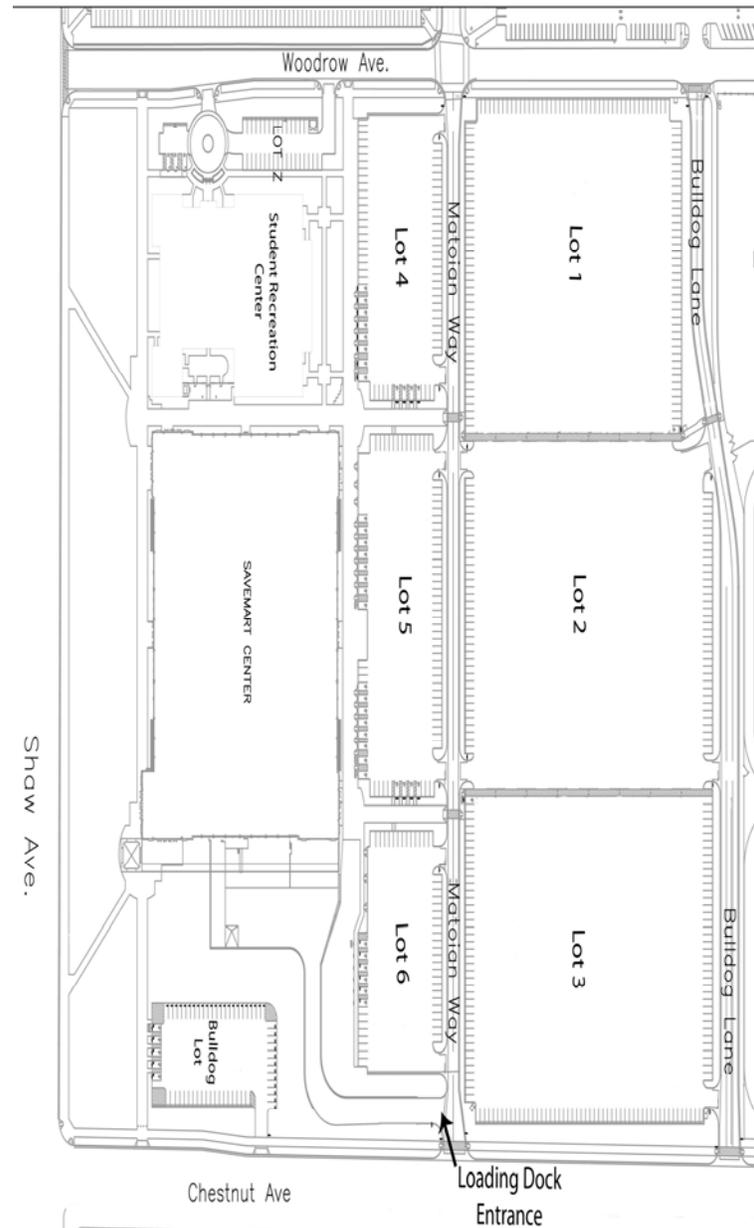
Free parking is available in all parking lots on campus, including those surrounding the Save Mart Center. Lots immediately north of the arena labeled "Lot 5" and "Lot 6" are restricted to vehicles displaying the appropriate disabled person parking permit and special permits. Graduates should park in Lot 3 located closest to Chestnut Avenue or in the East Lot located just east of Chestnut Avenue. These lots are the closest for entry into the loading dock.

REMINDER:

Heavy traffic around the arena will cause traffic problems. Plan to arrive early to avoid traffic problems.

Save Mart Center Regulations

- Smoking is prohibited within the arena.
- Outside food, drinks, cans, bottles or containers of any kind may not be brought into the arena.
- Shirt and shoes must be worn in the arena at all times.
- Fireworks and weapons (including, but not limited to, firearms, knives, sticks, chains, spiked jewelry, belts, boots and spurs) are not permitted in the arena.
- Laser pointers, air horns, and helium balloons may not be brought into the arena.
- Management reserves the right to refuse admittance to anyone who refuses to allow inspection of their persons and any purse, bags or package carried with them when entering the arena.
- Violators of these regulations or anyone engaging in inappropriate conduct may be refused admission or directed to leave.



ATTENTION:

Freeway 168 Westbound will be closed to vehicular traffic from Shepherd Ave. to McKinley Ave. from 7:30 a.m. to 9:30 a.m. on Saturday, May 18, 2013 for the California Classic Challenge. Please plan to use an alternate route and expect traffic delays.

PLEASE SAVE THIS GUIDE FOR FUTURE REFERENCE AND SHARE THE INFORMATION WITH YOUR GUESTS!