

# **COMMENCEMENT INFORMATION BULLETIN #1**

*Sent on Behalf of the San Diego College of Continuing Education Office of Student Affairs*

## **PLEASE READ THIS MESSAGE IN ITS ENTIRETY**

First of all: **CONGRATULATIONS!**

If you are receiving this message, that means we have received your completed petition for this year's Commencement, and you indicated you were interested in participating in the ceremony taking place on Friday, June 6 at 5PM. This message confirms that your petition was recorded and you are eligible to participate.

*This first Information Bulletin will cover your next steps towards participation, including:*

- Cap and Gown Pick-Up
- Ceremony Location Information
- Seating and Accommodations Information
- Rehearsal

### **CAP and GOWN PICK-UP**

If you completed a Commencement Participation Form prior to 5:00PM on May 9th, and requested the reservation of a cap and gown, you will be able to pick up those items at the following locations:

- **Tuesday, May 27: César E. Chávez Campus, Room 205**
- **Thursday, May 29: Educational Cultural Complex, Room B-101**
- **Monday, June 2: Educational Cultural Complex, Room B-101**

**All distributions take place from 10:00AM until 12:30PM, and 1:30PM until 6:00PM on the days indicated ONLY.**

If you completed the petition *after* the 5:00PM deadline on May 9th, a cap and gown will most likely be available for your use, as supplies last. Stop by a distribution event to inquire on availability.

**A photo ID is required in order to pick up your cap and gown. We are UNABLE to provide your cap and gown in advance of the distribution dates listed.**

If you find you are unable to pick up your cap and gown personally at a distribution event, you may choose one of the following options:

1. Pick up your cap and gown on the day of the Commencement Ceremony, starting at 2:00PM at the designated location in the Organ Pavilion; or

2. Send an individual to pick up your cap and gown on your behalf to one of the locations listed above. You must provide a release (which is as simple as a letter or other written document – no particular form is required) for any individual you send in your place. The individual picking up on your behalf will need to bring this release with them to the cap and gown distribution. The following information must be included in the written release:
  - Your name and CSID number
  - The name of the individual picking up on your behalf
  - Your signature

We will not release a cap and gown to any individual other than the student or someone with a written release – **screenshots, images on a phone, or text messages from a student are not acceptable.**

***We recommend picking up your regalia early, in order to let it hang and release the folds (since they are folded and packaged). Be careful with the use of an iron, as the material is not designed for high heat applications.***

***Please note:*** Many of you have requested a "fuller cut" gown - however, those supplies are very limited, and as noted on the Participation Form, the gowns run much larger than average apparel. You will be offered a standard cut initially on pick-up - if you are certain, after trying on your gown, that you require a fuller cut, you can return the gown and receive the option.

## **CEREMONY LOCATION INFORMATION**

As a reminder: the Commencement Ceremony will be held at the **Spreckels Organ Pavilion** at Balboa Park. We will have maps and other information at cap and gown distribution, which will also be sent out in a future Information Bulletin.

**Parking at Balboa Park can be challenging.** There are **no reserved parking spaces available for graduates or guests,** and parking at the event is first-come, first-served. It is recommended that you arrive *early* on the day of Commencement to allow plenty of time to park and walk; you can also ride the free Balboa Park Tram to the Organ Pavilion from the Inspiration Point Parking Lot, accessed at Park Boulevard and President's Way.

**BALLOONS ARE EXPRESSLY FORBIDDEN AT BALBOA PARK, by City Ordinance.** Please tell your friends, family, and other guests: **DO NOT, under any circumstances, bring balloons to the event!** Guests who arrive with balloons will be **turned away** and sent back to their vehicles to leave balloons behind. This is for a variety of reasons, not least of which is the active airspace for San Diego International Airport immediately above the facility.

## **SEATING at the Organ Pavilion and Accommodations Requests**

Seating at the Organ Pavilion will be reserved for you as graduates in general; it is also reserved for graduates who require additional time, assistance, or shorter distance to the stage; and for those family members, guests, and others who require accommodations of any nature. Individuals who indicated a request for accommodations via the Participation Form will have those requests referred to DSPS. **To request specific accommodations, please contact (619) 388-4812 no later than Tuesday, May 27 at 5:00PM.**

**Guests are *not* permitted to sit with graduates in the reserved seating area; this includes minor children.** Please be sure to have a responsible adult, age 18 or older, remain with your children in the appropriate guest seating area. Seating is entirely outdoors – weather can vary dramatically in early June, so prepare accordingly. This event will be held RAIN OR SHINE.

## **REHEARSAL**

All graduates are invited and strongly encouraged to attend the Rehearsal at the Organ Pavilion on **Thursday, June 5**, starting at **2PM**. You will have the opportunity to ask questions, walk through the facility, and receive last-minute updates regarding the event.

**PLEASE WATCH FOR FURTHER INFORMATION BULLETINS regarding Commencement, which will be sent on May 19, May 27, and June 2.** If you a specific question NOT covered in this bulletin, please contact us at [SDCCStudentAffairs@sdccd.edu](mailto:SDCCStudentAffairs@sdccd.edu).