

DATE: February 2008
TO: M.A. Humanities
FROM: Mike Goff, Director of Operations
RE: Commencement Exercises 2008

These instruction sheets contain important information regarding your commencement. Careful attention to their contents will assist us with our goal to present an enjoyable, meaningful, and memorable ceremony.

As you know from previous correspondence sent from the Office of the Registrar, your **commencement exercises are scheduled for Sunday, May 25, 2007 at 10:00 a.m., followed by a reception.**

CAMPUS DEPARTURE:

Graduates and guests are requested to **depart from campus by 1:30 p.m.**

CAP AND GOWN:

Graduates may pick up their caps and gowns in Classroom D between 8:30 and 9:30 a.m. prior to lining up for the processional. After the ceremony, please remember to return your cap, hood, and gown to Classroom D before attending the reception.

COMMENCEMENT ELIGIBILITY:

As a reminder, in order to graduate, all documentation for completion of degree requirements must be received by the Registrar's office by **April 18, 2008**. If you are uncertain as to the status of your file, please call Francine Matas, Registrar, at (805) 679-6165. All financial obligations must be paid in full by **May 16, 2008**. For student account information, please call Leanne Ackler, Students Accounts Coordinator, at (805) 679-6107.

DIRECTIONS TO LADERA LANE CAMPUS:

A map with detailed directions on how to arrive at the Ladera Lane Campus is included for your convenience.

GUEST PASSES:

Remember there is a limit of four (4) people who may attend as your guests. Due to county and neighborhood interests, it is not possible for us to expand this number. These passes will be mailed to you at a later time.

PARKING:

Parking guidelines and the shuttle transportation system are governed by Pacifica's Conditional Use Permit (CUP) issued by Santa Barbara County. **For this reason each graduate and his or her guest(s), is restricted to parking two vehicles only on campus during the ceremony.**

This restriction may require special effort on your part in making arrangements with your family and friends and we thank you for your cooperation. We suggest that you meet your guests at the Best Western Carpinteria Inn and/or carpool to campus. **Please inform your guests about campus parking restrictions and procedures.**

You will be issued two Parking Permits to be displayed in the vehicle(s) you or your guest(s) drive to campus. When you arrive on campus, you will be guided to the available parking areas.

HOLIDAY TRAFFIC:

Santa Barbara area roads and highways can become quite congested during the days surrounding Memorial Day. Allow yourself plenty of time to arrive, receive your cap and gown and be in place before the start of the ceremony, which begins promptly at the appointed time. Please remind your guest(s) to also plan accordingly.

PROCESSIONAL, CEREMONY, AND RECESSIONAL:

At 9:45 a.m. graduates will line up in twos by height (short to tall) on the sidewalk outside Classroom D with the Mythological Studies candidates. The faculty will begin the procession promptly at 10:00 a.m., followed by the graduates. Faculty and graduates will remain standing until after the invocation.

During the ceremony, a faculty member will call names in alphabetical order and you will be hooded and receive your diploma. You are invited to address the audience briefly about your experience at Pacifica and its meaning for you. *Please limit your talk to a minute or so.* After the commencement ceremony, the faculty will lead the recessional, followed by the graduates.

A summary of procedures and detailed seating instructions will be distributed during gown pickup in Classroom D.

RECEPTION:

A reception will take place immediately after the ceremony in the Dining Hall.

SHUTTLE SERVICE:

For your ceremony, Pacifica's shuttle service will be operating from 8:30 a.m.–1:30 p.m. between the Best Western and Pacifica. Please refer to [Parking/Shuttle Information](#) sheet for additional information. While the shuttle will run continuously between these locations before and after events, a shuttle is also available upon demand by calling (805)

896-1887 or (805) 896-1888. **If you are using the shuttle service, you and your guests should allow additional time in your schedule for shuttling.**

PLEASE, NO PETS:

Please do not bring pets to any of the commencement events. With respect to the needs of all community members and our neighbors, animals are neither allowed on campus grounds nor in campus buildings and are not to be left in parked cars. Your cooperation, and that of your guest(s), is greatly appreciated. Service dogs are, of course, accepted.

IMPORTANT TELEPHONE NUMBERS FOR QUESTIONS ABOUT . . .

- | | |
|---------------------------------------|-----------------------------------|
| •Event procedures and scheduling | Mike Goff
(805) 879-7339 |
| •General Questions Humanities Program | Alison Reynolds
(805) 879-7311 |
| •Completion of Academic Requirements | Francine Matas
(805) 679-6165 |
| • Student Account status | Leanne Ackler
(805) 679-6107 |
| • Caps, gowns and hoods | Rob Case
(805) 679-6198 |