

DATE: February 2017

TO: M.A. Counseling Psychology Graduating Students

FROM: Jeff Abraham, Director of Guest Services

RE: Commencement 2017

These instruction sheets contain important information regarding your commencement ceremony. Careful attention to their content 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 ceremony is scheduled for Saturday, May 27, 2017 at 9:30 a.m., followed by a reception. For those graduates presenting their thesis presentations, tracks are scheduled for Friday, May 26, 2017 from 9:00 a.m. to 5:00 p.m. according to a schedule provided by the Counseling Research Coordinator's office. Both events for the four Counseling Tracks will be held on the **Ladera Lane campus**.

CAMPUS ARRIVAL:

Please arrive on campus in time to pick up your cap and gown on Saturday, May 27th between 8:00 a.m. and 9:00 a.m. The ceremony will take place at 9:30 a.m. inside the Barrett Center on the Ladera Lane Campus.

CAMPUS DEPARTURE:

Graduates and guests are requested to **depart from campus following the reception by 1:30 p.m.** in order to accommodate commencement ceremonies for other programs.

CAP AND GOWN:

Graduates may pick up their cap and gown in Classroom D between 8:15 a.m. and 9:00 a.m. prior to lining up for the processional. Please remember to return your gown to Classroom D after the ceremony.

COMMENCEMENT ELIGIBILITY:

Please refer to the Registrar Commencement Letter on the Commencement website for more information. If you have specific questions, a list of who to contact and their phone and email information is included at the end of this memo.

DIRECTIONS TO LADERA LANE CAMPUS:

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

GUESTS:

Remember there is a limit of four (4) people who may attend as your guests. Due to county and neighborhood limitations, it is not possible for us to expand this number. A letter will be mailed to you at a later date, indicating the number of guest(s) you have registered.

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 to receive your cap and gown and please remind your guest(s) to also plan accordingly.

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) are restricted to parking no more than one vehicle 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 guest(s) about campus parking restrictions and procedures.**

PROCESSIONAL, CEREMONY, AND RECESSIONAL:

At 9:15 a.m. graduates will line up in pairs by height (short to tall) on the sidewalk outside Classroom B. The faculty will begin the procession promptly at 9:30 a.m., followed by the graduates. Faculty and graduates will remain standing until after the invocation.

During the ceremony, a faculty member will call your name (in alphabetical order). You will be hooded and will receive your diploma. You are invited to briefly address the audience about your experience at Pacifica and its meaning for you or you may elect to speak about your thesis research. Please limit your talk to no more than two minutes. After the commencement ceremony, the faculty will lead the recessional. A summary of procedures will be distributed during gown pickup in Classroom D.

RECEPTION:

A reception will take place immediately following the ceremony on the East lawn of the Ladera Lane campus.

SHUTTLE SERVICE:

Pacifica's shuttle service will be operating from 8:00 a.m. to 6:00 p.m. on Friday, May 26th and from 8:00 a.m. to 1:30 p.m. on Saturday, May 27th between the Best Western and Pacifica. While the shuttle will run continuously between these locations before and after the commencement events, a shuttle is also available upon request by calling (805) 896-1887 or (805) 896-1888. **If you are using the shuttle service, you and your guest(s) should allow additional time in your schedule for shuttling.**

THESIS PRESENTATIONS:

On Friday, May 26th thesis presentations will begin at 9:00 a.m. Presentations by MA-L, MA-C, MA-D, and MA-W graduates will be held on the Ladera Lane Campus, according to a schedule provided by the Counseling Research Coordinator's office.

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. An exception is made for service dogs.

IMPORTANT CONTACT INFORMATION FOR QUESTIONS ABOUT . . .

•Event procedures and scheduling		Jeff Abraham (805) 879-7330 jabraham@pacifica.edu
•Completion of Academic Requirements		Francine Matas (805) 679-6165 fmatas@pacifica.edu
• <u>Completion of Practicum Requirements</u>	Track L & D	Becky Hurst (805) 879-7388 bhurst@pacifica.edu
	Track C & W	Cynthia Fredericksen (805) 879-7383 cfredericksen@pacifica.edu
•Completion of Thesis		Tom Steffora (805) 879-7382 tsteffora@pacifica.edu
•Student Account status		Mary Haney (805) 679-6188 mhaney@pacifica.edu
•Caps, gowns and hoods		Rob Case (805) 679-6198 rcase@pacifica.edu