

Dear Pacifica Counseling Student:

Students who complete all winter quarter coursework, thesis, practicum requirements and any outstanding Incompletes, Independent Studies or Tutorials by the deadlines noted below, will be eligible to participate in the 2017 commencement ceremony. These deadlines are firm. If you are not able to meet all deadlines, you will be invited to participate and receive your diploma at the 2018 commencement ceremony.

**Enclosed is a *Commencement & Diploma Order Form*. Please complete the enclosed form and scan to [rcase@pacific.edu](mailto:rcase@pacific.edu) or submit the electronic order form by logging on to the commencement website. You will receive confirmation that your order was received. If you do not receive confirmation, it means your order was not received and must be resubmitted.**

The commencement webpage will be available by mid-March on the Pacifica website at [www.pacific.edu](http://www.pacific.edu). You can click on **Counseling** to access specific information regarding deadlines, dates, times, and logistics.

**The deadline for submission of the *Commencement & Diploma Order Form* is March 30, 2017.**

For students participating in the commencement ceremony, forms received after the deadline will be subject to a **\$25 late fee** for expedited shipping of regalia. Students responding after April 21 will not be eligible to participate in the ceremony, since regalia orders cannot be fulfilled after this date.

**Summary of important dates and deadlines for participation in the 2017 Commencement ceremony:**

**3<sup>rd</sup> Session**

**Winter Qtr.**

- 1) all winter quarter **coursework** must be submitted to your instructors and
- 2) the electronic and bound copies of your **thesis** must be submitted to your Research Coordinator by third session winter quarter:

(i.e., Track **L** - 3/8, Track **C** - 3/12, Track **W** - 3/15, Track **D** - 3/19)

Note: students who wish to participate in the 2017 commencement ceremony may not take Incompletes for winter quarter courses.

**March 15** All required practicum documentation, including personal therapy must be received.

**March 30** Deadline to return the Commencement and Diploma Order Form.

**April 20** The Registrar's Office must have documentation that all degree requirements have been satisfied (i.e., all final grades and all outstanding Incomplete, Tutorial and Independent Study grades must be received in the Registrar's Office by this date).

**May 19** All financial obligations must be satisfied by this date.

**May 26** Thesis Presentations

**May 27** Commencement Ceremonies:

**9:30 a.m. Counseling**

**3:15 p.m. Myth and Humanities**

We look forward to celebrating with you and your special guests.

Francine Matas  
Registrar