

DATE: April 2019  
TO: Graduating Students  
FROM: Heather Slade, Director of Guest Services  
RE: Commencement 2019

**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 25, 2019 at 11:00 a.m. at the Hilton Santa Barbara Beachfront Resort, across from the seashore in beautiful Santa Barbara.

**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.

**THESIS PRESENTATIONS:**

On Friday, May 24th thesis presentations will begin at 9:00 a.m. More detailed information about this will be provided in a separate letter.

**GRADUATION ARRIVAL:**

Please arrive at the hotel in time to pick up your cap and gown on Saturday, May 25th between 9:00 a.m. and 10:15 a.m. The ceremony will take place at 11:00 a.m. inside the Ballroom, to the left as you enter the lobby of the hotel.

**CAP AND GOWN:**

Graduates may pick up their cap and gown in a room near the Ballroom between 9:00 a.m. and 10:15 a.m. prior to lining up for the processional at 10:40am. Ushers will be present to show you where this room is located. Please remember to return your gown to this room after the ceremony, where you will also pick up your diploma.

**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.

**PROCESSIONAL, CEREMONY, AND RECESSIONAL:**

As graduates pick up their caps and gowns, they will receive a place card with their name, program, track and a number on it. At 10:30 a.m. graduates will line up numerically down a hall near the Ballroom. The faculty will begin the procession promptly at 11:00 a.m., followed by the graduates. Faculty and graduates will remain standing until after the invocation.

During the ceremony, a faculty member will call your name. You will receive your diploma holder with a welcome letter inside. After the ceremony, you will pick up your diploma from representatives of the Registrar's office in the room you return your cap and gown. After the commencement ceremony, the faculty will lead the recessional.

**RECEPTION:**

A light reception will take place immediately following the ceremony outside on the beautiful Upper Rotunda, looking over the beachside.

**DIRECTIONS TO THE HILTON SANTA BARBARA:**

Maps with detailed directions are included for your convenience on the Commencement website.

**PARKING:**

There is ample parking space in the hotel lot and on the street.

**GUESTS:**

Remember there is a limit of four (4) people who may attend as your guests. Due to space limitations, it is not possible for us to expand this number.

\*Due to the timing of the ceremony, we greatly encourage all students and guests to have breakfast prior to arrival of the event.

**LODGING:**

Unfortunately, due to the Holiday weekend, we were unable to get discounted rates at the surrounding hotels. We will open registrations to the Residence Hall at Ladera Lane campus. Please note, due to Pacifica's Conditional Use Permits for the Ladera Campus, no persons under the age of 18 may stay overnight in the campus rooms.

To reserve a room on Ladera Lane campus, please follow this link:

<https://pacificasecureretreat.guru/program/pacificacomment-2019-lodging/?form=1&lang=en>

**PLEASE, NO PETS:**

Please do not bring pets to any of the commencement events, as they are not allowed in or around the premises during these events. An exception is made for documented service dogs.

**IMPORTANT CONTACT INFORMATION FOR QUESTIONS ABOUT . . .**

•Completion of Academic Requirements

Francine Matas  
(805) 679-6165  
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•Completion of Practicum\_Requirements      Track C & W

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Track D

Michele Wolf  
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•Completion of Thesis

Tom Steffora  
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Gioia Jacobson  
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•Student Account status

Mary Haney  
(805) 679-6188  
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•Caps, gowns and hoods

Rob Case  
(805) 679-6198  
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•Event questions and scheduling

Stacy Sroka  
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•Event logistics

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