Sonoma State University
Information for Graduates

Commencement 2003
Saturday, May 31
10 a.m. and 3 p.m.
Diploma Mailing Address
If you have changed your diploma mailing address since filing your Application for Award of Degree, send written notification of the change to Admissions and Records prior to your degree date.
Dear Graduating Class of 2003:

On behalf of President Ruben Armiñana and the faculty and staff of Sonoma State University, I offer warmest congratulations to you for your academic accomplishments.

The University will honor the graduates of the class of 2003 at two Commencement ceremonies on Saturday, May 31, 2003. The ceremony for graduates in the Schools of Arts and Humanities, Business and Economics, and Education is at 10 a.m. The ceremony for graduates in the Schools of Science and Technology and Social Sciences is at 3 p.m. You are encouraged to participate in the Commencement ceremonies and to invite your family and friends.

This booklet contains information you need to know about Commencement 2003. Review it right away and again as Commencement Day draws closer. You may want to bring this booklet with you on Commencement Day.

We have tried to anticipate and answer questions you may have, but if you need more information, contact the offices cited or call me directly at 707-664-2018.

Again, congratulations and best wishes for every success in the future.

Sincerely,

Anne Handley
Coordinator, 2003 Commencement.
<table>
<thead>
<tr>
<th><strong>Who is eligible</strong></th>
<th>Students who graduated in December, 2002 and candidates for May and August 2003</th>
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<tr>
<td><strong>Date</strong></td>
<td>Saturday, May 31, 2003</td>
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| **Time**            | • 10 a.m. until approximately 11:30 a.m. Arts and Humanities, Business and Economics and Education  
  • 3 p.m. until approximately 4:30 p.m. Science and Technology and Social Sciences |
| **Place**           | The Commencement Lawn by the Lakes                                              |
| **Arrival Time and Location** | All graduates should report to the Processional line-up area on the north side of Stevenson Hall by 9:15 a.m. for the 10 a.m. ceremony and by 2:15 p.m. for the 3 p.m. ceremony. (See map, page 8) |
| **Caps and Gowns**  | It is traditional for graduates to wear academic regalia (cap and gown). Regalia can be purchased in the Bookstore. (See page 5) |
| **Parking**         | Parking permits are not required on Commencement Day. Park only in designated spaces; do not park in reserved parking. (See page 14) |
| **Graduations Announcements** | Printed graduation announcements can be purchased at the Bookstore. (See page 5) |
| **Meeting Guests Afterwards** | Graduates are urged to make arrangements to meet family and friends afterwards at the school receptions or another pre-designated location. Remind your guests that audience members must remain in their seats during the Recessional. (see pages 12 & 15) |
Graduation announcements
Graduation announcements are available in the Bookstore for purchase. A box of 10 announcements is $15.95. Printed insert cards may also be ordered.

Class Rings
Class rings may be ordered at the Bookstore. A representative from Herff Jones will be at the Bookstore on Commencement Day to take orders. You can also order online at www.bookstore.sonoma.edu.

Regalia
It is traditional for graduates participating in Commencement to wear academic regalia (caps and gowns). Regalia can be purchased at the service center in the Bookstore through May 31. You are encouraged to obtain your regalia as soon as possible to ensure proper sizing. Contact the Bookstore, 664-2329, for further information. Costs are: Bachelor’s cap, gown and tassel-$30.95, Masters cap, gown and tassel-$30.05, and MA/MS hood-$26.95.

Expected Attendance
Of the approximately 2,000 students eligible for graduation in 2003, about 1,250 are expected to participate in Commencement. Including faculty and staff, an audience of over 5,000 is expected at each ceremony.

Commencement Programs
Programs containing the order of ceremonies, the names of graduates, a list of faculty, and other information about Commencement will be distributed on Commencement Day. Graduates’ programs will be on their chairs. Guests will be able to pick up their programs as they enter the Commencement area.
Line-up for Processional

All graduates should report to the Processional line up area on the north side of Stevenson Hall by 9:15 a.m. for the 10 a.m. ceremony and by 2:15 p.m. for the 3 p.m. ceremony. Graduates line up by School; within each School, Master’s degree graduates march first, followed by Bachelor’s degree graduates. Graduates should line up two across.

Arts and Humanities (10 a.m. ceremony) American Multicultural Studies, Art, California Cultural Studies, Chicano and Latino Studies, Communications Studies, English, Fine Arts, French, Global Studies, Liberal Studies (Hutchins School), Music, Philosophy, Spanish, Theatre Arts

Business and Economics (10 a.m. ceremony) Business Administration, Economics, Management

Education (10 a.m. ceremony) Education (Master’s only)

Science and Technology (3 p.m. ceremony) Biology, Chemistry, Computer Science, Computer and Engineering Science, Geology, Interdisciplinary Studies/Special Major, Kinesiology, Mathematics, Nursing, Physics

Social Sciences (3 p.m. ceremony) Anthropology, Counseling, Criminal Justice Administration, Cultural Resources Management, Environmental Studies and Planning, Geography, History, Human Development, Liberal Studies (Ukiah Program), Political Science, Psychology, Public Administration, Sociology, Women’s and Gender Studies

Signs will identify School line-up areas. Faculty marshals and staff members serving as monitors will direct graduates. To sit with a friend, be sure he or she marches behind or in front of you, not across from you. Graduates who have double majors may line up with either School. Graduates who have special majors should line up with the School of their primary field of study. During the line-up, you will be given a card on to write your name. Print your name legibly and, if appropriate, phonetically. Keep this card with you. The card will be given to the reader during the ceremony so that your name can be announced when you walk to the platform. The card will also be used to identify the photograph that will be taken of you as you receive your diploma case.
Processional
The processional will begin promptly at 10 a.m. and 3 p.m. The order of entry will be as follows:

For the 10 a.m. ceremony
- School of Education
  - Master's degree graduates
- School of Arts and Humanities
  - Master's degree graduates
  - Bachelor's degree graduates
- School of Business and Economics
  - Master's degree graduates
  - Bachelor's degree graduates
- Faculty
- Platform Party

For the 3 p.m. ceremony
- School of Science and Technology
  - Master's degree graduates
  - Bachelor's degree graduates
- School of Social Sciences
  - Master's degree graduates
  - Bachelor's degree graduates
- Faculty
- Platform Party

Please pay attention and move at a steady pace with the Processional to avoid confusion and delays. Familiarize yourself with the map on pages 8-9 and follow the directions of the faculty marshals.

Once you have entered the Commencement area and the graduates' seating section, remain standing until you receive instructions from the stage to be seated.

Personal belongings
Please do not carry any personal belongings with you during the ceremonies. Leave personal belongings with family or friends in the audience. No checking facilities are available.
Conferring of Degrees
The Chair of the Faculty will formally commend all students who are candidates for degrees, then the Vice Provost for Academic Affairs will ask the Master's degree candidates to stand and will commend them. The President will then confer the degrees. The School Deans will ask the Bachelor's degree candidates to stand and will commend them, by school, in this order: at the 10 a.m. ceremony, Arts and Humanities, Business and Economics; at the 3 p.m. ceremony, Science and Technology and Social Sciences. The President will then ask the candidates for the Bachelor's degree all to stand and will confer the degrees. Following the conferral of degrees, graduates will be asked to walk to the platform to receive their diplomas.

Diplomas
The “diploma” is actually a diploma case. For ceremonial purposes the diploma cases will be referred to as “diplomas.” December graduates have already received their diplomas; May and August graduates will receive their diplomas by mail. May graduates who do not attend the ceremony will receive a diploma case with their diploma by mail. December and August graduates who do not attend the ceremony may request (in writing to Admissions and Records) that a diploma case be mailed to them.

Tassel Placement
Master's degree candidates wear the tassel on the left side of the cap. Bachelor's degree candidates wear the tassel on the right side of the cap. After the conferring of degrees, Bachelor's degree candidates will be given instructions to move the tassel to the left side, signifying their status as graduates.

Degree Honors
Degree honors have already been determined for December 2002 graduates. The degree honors which appear in the program for May and August 2003 candidates are based on academic records as of Intercession 2002. Final determination will be made after all grades for the students’ final semester have been received. Honors will be noted on transcripts and diplomas.
During the presentation of diplomas, each graduate will walk to the platform and his or her name will be read. Each graduate will receive his or her diploma from the School Dean or Provost and will be congratulated by the Chair of the Faculty or the President.

When your group is called to come forward, you will leave your seats row by row, beginning with the first row; exit to the outside aisle. (See diagram, above.) Faculty Marshals will be present to aid in the procedure. As you approach the reader, who will be standing at a microphone, hand her/him your name card. Immediately continue to the platform to receive your diploma. Do not wait to have your name read before approaching the platform. When you have received your diploma and have received congratulations, return to your seat by the inside aisle.
Recessional
The Recessional, like the Processional, depends on everyone’s cooperation. Leave your seat and join the line promptly and in proper order. *Family and friends must remain at their seats until all the graduates have left the Commencement site.*
Recessional music will begin at the conclusion of the ceremony and the Platform Party will leave the platform, marching down the center aisle, turning right in front of the bleachers, and onto the path as they came in. The faculty will follow, marching two across. The graduates will exit to the inside aisle marching **two across** and follow the faculty.
March along the path from the Commencement site, south between the Commons and Student Union, and west in front of the Student Union. The faculty will continue south in front of Stevenson, where they will form two facing lines. The graduates will continue, passing through the faculty lines. This is an SSU tradition allowing faculty an opportunity to greet graduates and wish them well. Once graduates pass through the faculty lines, they are free to join family and friends.

Photographs
Audience members are free to take photographs from their seats to avoid disrupting the ceremony or blocking anyone’s view.

Diploma Photographs
Photographers will take your photograph as you receive your diploma. Order forms will be available on Commencement day.

Graduates and Guests with Disabilities
Disabled Student Services will arrange for special assistance for graduates and guests with disabilities and mobility limitations. Close-in parking in and transportation will be available in Lot G. Sign language interpreters will interpret the Commencement ceremony, and special seating is available for guests requiring the interpreter. **Special seating passes must be obtained from Disabled Student Services, Salazar 1049 or by calling 664-2677 (voice) or 664-2958 (TDD). Seating is limited.**
Food and Beverages for Sale
Food and beverages will be available for sale on the Commons Patio, at Lakeside, and at the east end of Stevenson Hall beginning at 8:30 a.m. Consumption of alcoholic beverages is not permitted during Commencement. Any graduate who appears to be intoxicated will not be permitted to participate in the ceremony.

Flowers
The Children’s School will offer a variety of flowers for sale from stands at various campus sites on Commencement Day beginning at 8:30 a.m. and again beginning at 1:30 p.m. A bouquet of three roses with ferns and ribbon will cost $8, a bouquet of six $15, a bouquet of a dozen $20; a spring bouquet will cost $10; orchid corsages will be available for $8 each; and single or double leis will be $16 or $23. For more information, call 664-2230.

Restrooms
The restrooms in the Commons and the Student Union will be open. As they tend to get overcrowded, mention to your guests that restrooms in nearby buildings will also be open, including Stevenson, the Art Building, and the P.E. Building.

First Aid
An emergency aid station will be set up on the Student Union Patio on the northeast side of the building. University Police Officers will be on duty in the Commencement area to assist with first aid, emergencies and lost and found.
Information and Messages
There will be an information and message center on the north side of the Commons with a board for posting messages.

Heat Alert
The weather can be very warm, and there is little shade available at the Commencement site. Please forewarn your guests. Be sure to take appropriate precautions such as lightweight clothing, hats, sunscreen and water.

In Case of Rain
In the event of rain, Commencement will go forward. Bring raincoats, umbrellas, and appropriate footwear. Depending on the severity of the rain, some parts of the ceremony may be shortened or omitted.

Lost and Found
A lost and found station will be maintained at the information and message center on the north side of the Commons.

Parking
Free parking is available for graduates and guests. Do not park in reserved parking or anywhere other than a designated parking space. Parking is also available in the new campus lots L, M, N, and O on the north side of the campus. The entrance to these lots is located on Rohnert Park Expressway just west of Petaluma Hill Road. A footbridge over Copeland Creek connects those lots to the campus.

Guest Seating
Guest seating is on a first-come basis. Due to the large crowd expected and the limited seating, graduates are asked to invite no more than five guests. Special seating can be arranged prior to Commencement for guests with mobility limitations, who need to be seated near the sign language interpreter or who require other special assistance. (See page 13)
Festivities

School Receptions
Each academic School will host an informal reception for graduates and their guests immediately following the Commencement ceremonies. Refreshments will be served. The receptions provide a good opportunity for graduates to greet faculty and introduce family and friends, and for informal photographs. Locations are:

Following the 10 a.m. ceremony
- School of Arts & Humanities: Art Gallery
- School of Business & Economics: Stevenson Courtyard
- School of Education: Redwood Lounge

Following the 3 p.m. ceremony
- School of Science & Technology: Darwin Lobby
- School of Social Sciences: Stevenson Courtyard

For more information, call the appropriate School office: Arts and Humanities, 664-2146; Business and Economics, 664-2220; Education, 664-3115; Science and Technology, 664-2171; Social Sciences, 664-2112.

Senior Send-Off - It’s a Jungle Out There
Come on out for some fun in the sun! On Thursday, May 8, from 11:30 a.m. until 1 p.m., the campus community is invited to the main quad to send our graduating seniors off in style. Join the Student Ambassadors and Alumni Association for a fun-filled event featuring free food, mocktails, music, games, theme photos and prizes! Graduates will receive a free gift, and a raffle will be held to win an Apple iPod.

For more information, call the Alumni Office at 664-2426 or visit the web site at www.ssualumni.org.