Commencement Guide

College of Business Administration
Friday, May 20, 2016 at 9:00am

College of Science & Mathematics
Friday, May 20, 2016 at 1:00pm

College of Education, Health & Human Services
Friday, May 20, 2016 at 4:30pm

College of Humanities, Arts, Behavioral & Social Sciences
Saturday, May 21, 2016 at 9:00am (see pg 3 for majors)

College of Humanities, Arts, Behavioral & Social Sciences
Saturday, May 21, 2016 at 1:00pm (see pg 3 for majors)
Dear Graduates,

Congratulations! You did it; you have graduated. Earning your degree from Cal State San Marcos signifies that you have the tools you need to have a successful career, be an active and engaged citizen, and a lifelong learner. I look forward to celebrating with you at the commencement ceremonies to be held on May 20 and May 21, 2016 where your family, friends, fellow graduates, and members of the University community who have supported your success will cheer your accomplishment.

This Commencement Guide will provide you and your guests with all the information you need in order to plan for this special and momentous occasion. Please continue to check your CSUSM email account for commencement-related updates leading up to the May ceremonies.

California State University San Marcos is your university, and I encourage you to stay connected with the CSUSM Alumni Association as you embark on your future endeavors.

I look forward to personally congratulating you as you are acknowledged on stage for your accomplishment.

Sincerely,

Lorena M. Meza, Ph.D.
Vice President, Student Affairs
# Graduate Information and Preparation

## College, Major, and Ceremony Information

<table>
<thead>
<tr>
<th>College of Business Administration</th>
<th>May 20, 2016 at 9:00am</th>
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<tbody>
<tr>
<td>Business Administration, BS, MBA</td>
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<th>College of Science &amp; Mathematics</th>
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<td>Biotechnology, BS, MBt</td>
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<tr>
<td>Biochemistry, BS</td>
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<td>Educational Leadership, Ed.D.</td>
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<tr>
<td>Anthropology, BA</td>
<td>Psychology, BA, MA</td>
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<tr>
<td>Criminology &amp; Justice Studies, BA</td>
<td>Social Sciences, BA</td>
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<tr>
<td>Economics, BA</td>
<td>Sociology, BA</td>
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<td>Special Major, BA</td>
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<th>College of Humanities, Arts, Behavioral &amp; Social Sciences</th>
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<td>Environmental Studies, BA</td>
<td>Literature &amp; Writing Studies, BA, MA</td>
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<tr>
<td>Global Studies, BA</td>
<td>Mass Media, BA</td>
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<tr>
<td>History, BA, MA</td>
<td>Music, BA</td>
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## Graduate Checklist

- **Apply for Graduation**: Deadlines, See page 4 of this Guide
- **Check your Graduation Audit and Verify your mailing address on your Student Center**
- **Apply to be a Speaker/Vocalist at your commencement ceremony**: Deadline, March 18
- **Attend GradFest**: March 16 & 17 from 10am to 6pm, Student Union Ballroom.
- **Fill out the Participation Form and reserve a Special Accommodations Parking Pass if needed**: Deadline, April 15
- **Attend a Commencement Rehearsal/Information Session**
- **Graduating with Honors? Don’t forget to pick up your Honor Cord (if eligible)**
- **Join the Alumni Association**
- **Complete your Exit Loan Counseling if you received financial aid and Pay all balances on all of your accounts (including library)**
- **ATTEND YOUR 2016 COMMENCEMENT CEREMONY!!!!**
Apply for Graduation
To apply for graduation, log-in to your Student Center and locate the Apply for Graduation field and follow the prompts for the appropriate graduation term. Undergraduate students must have a minimum of 90 semester units before they can apply. Students must be fully classified in the major before applying for graduation (no pre-major status). Students must apply to graduate by the deadlines below.

<table>
<thead>
<tr>
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<th>Spring 2016 Deadline</th>
<th>Summer 2016 Deadline</th>
<th>Fall 2015 Deadline</th>
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<tr>
<td>Undergraduate Student (Bachelors)</td>
<td>March 1, 2016</td>
<td>March 1, 2016</td>
<td>November 1, 2015</td>
</tr>
<tr>
<td>Graduate Student (Masters)</td>
<td>March 15, 2016</td>
<td>March 15, 2016</td>
<td>November 1, 2015</td>
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Note: For undergraduate students who have not completed 90 units, your graduation application will be cancelled.

Graduation Audit
Check your Academic Requirements Report (ARR) by logging-in to your Student Center. The ARR tracks the completion of ALL degree requirements. The report lists all courses completed at CSUSM, courses in-progress, as well as any transfer course or test credit completed off-campus which has been submitted. Undergraduate students must have a minimum of 120 total units to graduate. Check that all grades and/or incomplete grades from previous semesters are posted accurately and that all transfer work appears.

Verify your mailing address for your Diploma
Verify in your Student Center that your “mailing” address is up-to-date; your diploma will be mailed to this address once your degree is awarded. Also check for any holds that might prevent the mailing of your diploma and clear the holds as soon as possible.

Pay all balances on all of your accounts
Check your Student Center to see if you owe any fees to the University, including the library. Please make full payment before the end of the term. Email financial questions to sfs@csusm.edu.

Financial Aid – Complete your Exit Loan Counseling
If you borrowed federal student loans while attending CSUSM, federal regulations require Loan Exit Counseling to be completed upon graduation (or at the point of falling below half-time enrollment). Loan Exit Counseling may be completed at www.studentloans.gov. Failure to complete the Loan Exit Counseling will result in holds on CSUSM records which would prevent requesting transcripts, receiving diplomas, and other campus services. For additional information regarding the Loan Exit Counseling requirement, please contact the Financial Aid and Scholarships Office at (760) 750-4850.

Participation Form and Special Accommodations Parking Pass
If you are planning on participating in the 2016 ceremonies, remember to fill out the Participation Form on the commencement website. This must be completed by April 15, 2016. This is also where you will reserve a special accommodations parking pass if needed for any of your guests. Graduates who reserve a special accommodations parking pass will be contacted in the first week of May by the commencement office.

GradFest 2016
March 16 and March 17, 2016, at the Student Union Ballroom, from 10:00am to 6:00pm. At this event, graduates can take care of all their graduation needs in one place. Some of the items available for purchase at GradFest are caps and gowns, alumni apparel, diploma frames, class rings, and announcements. You will also be able to gather information from the Commencement Office, Career Center, Alumni Association, Senior Class Gift Campaign, and Pre-order Leis/Bouquets and have a free sitting for your cap and gown portrait.

Apply to be a speaker/vocalist
Interested students can apply to be the student speaker or student vocalist for their ceremony. Applications must be submitted on the commencement website by March 18, 2016; all applicants are required to audition. Speakers will be reading their prepared speech and vocalists will be singing two verses of "America the Beautiful."
Commencement Rehearsal/Information Sessions
Graduation candidates who plan to participate in the commencement ceremonies are strongly encouraged to attend one of the information sessions to learn about Commencement procedures and protocol. There will NOT be an actual rehearsal for commencement. Check the Commencement Website for dates and times!

Undergraduate students, are you graduating with Academic Honors?
Eligible undergraduate students will be notified via email in early May with Honor Cord pick-up information. Recognition of academic honors at May ceremonies is based on coursework completed in Fall 2015. Grades recorded through the Fall 2015 semester will be calculated for the overall GPA and the CSUSM GPA. The lower of these two GPA’s will determine academic honor recognition in the commencement program and the name cards. Honors designation is not official until all final grades are in and degree is conferred by the Registrar. Academic Honors are:

| Honors              | Cum Laude at least 3.5, but less than 3.7 | Magna cum laude at least 3.7, but less than 3.9 | Summa cum laude at least 3.9 |

Visit the Career Center
The mission of the Career Center is to inspire, challenge and prepare all students and alumni to navigate the path from college to career with clarity, competence, and confidence. The Career Center provides services to ensure development of individuals with respect to unique personal, cultural and professional values. Career Center services include self-assessment instruments, workshops, resume & cover letter assistance/critiques, mock interviews, job search assistance, career counseling, a career resource and computer lab, career fairs, networking events, and graduate school advising. All Career Center services are provided free of charge for 3 months after graduation for alumni. After the three month period, alumni can continue to receive services by becoming a member of the Alumni Association.

Join the Alumni Association
The Mission of the CSUSM Alumni Association is to support and encourage the advancement of the University while fostering lifelong Cougar Pride, loyalty and involvement between alumni, local businesses and the community at large. We are alumni working cooperatively with and for students, faculty, administration and community/business leaders. In addition, members enjoy free career services, insurance discounts, networking events and much more. Alumni Association dues are $30 per year or $300 for a Lifetime Memberships. NEW GRADUATES will be offered a onetime deal of 2 years for $30. Check out the Alumni Association website to learn more! Or you can contact us at (760) 750-4406 or alumni@csusm.edu

Contribute to the Student Philanthropy Fund and Impact Others
The Student Philanthropy Council is a student committee charged with building the culture of philanthropy among all CSUSM students prior to their graduation. Funds raised will be designated toward the Student Philanthropy Fund Endowed Student Scholarship, impacting CSUSM students who need scholarship assistance. A suggested giving amount is $20.16 in honor of the Class of 2016, but many students give $10, $15, $50, or more. The participation of the student body is more important than the amount donated because this program is about the impact of students helping other students! To learn more, or to make your donation, visit www.csusm.edu/SPC.

Attend Your Commencement!
Commencement ceremonies are Friday, May 20th and Saturday, May 21st at the Mangrum Track and Field. Visit our website for information about making sure your name is in the program.

Receive your Diploma
At the Commencement ceremony, you will only receive a diploma cover, not your actual diploma. Actual diplomas are mailed to graduates 2 to 3 months after the semester you graduated. Continue to check your CSUSM email for information regarding the mailing of your diploma or questions about your degree award.
Commencement Day

Check-In
Students will check in at the Softball Field ONE HOUR before the start of their assigned ceremony. NO GUESTS will be allowed in the graduate area, including children. Students will line up according to their major.

What to Bring
Regalia – Graduates are required to check in with black gown, medallion and mortarboard with tassel. All mortarboard decorations must be flat.
Shoes – Students will be lining up standing for long periods while waiting to take their seats at the ceremony. Please wear appropriate shoes, i.e. no spiked heels because all ceremonies are on grass.
Don’t Forget – A bottle of water, sunglasses, and WEAR SUNSCREEN!!

What NOT to Bring
Alcohol/drugs – They are prohibited on campus at all times.
Pets – Animals are not allowed at any of the ceremonies.
Bags or Backpacks – There is no storage at the Softball Field to hold your items.

Graduate Seating
Graduate Seating is for graduates ONLY, guests and children will NOT be permitted to sit in this section.

Snake Warning on Dirt Paths
Please be aware of your surroundings and stay on designated walking/seating areas ONLY.

Length of Ceremony
Each ceremony will be approximately two hours. Out of consideration for your fellow graduates, everyone must stay until the end of each ceremony.

Meeting up with your Guests
Establish a meeting place for after the ceremony. For meal reservations; give yourself approximately 1 to 2 hours after the ceremony to meet your guests, take photos, get back to your vehicles, and exit campus.

Lost and Found
Lost and Found will be located on Mangrum Track and Field at the police tent, near the first aid tent.

Etiquette / Security
Commencement is a time for celebration and recognition of your academic success. The conferring of an academic degree is a tradition that dates back to the 12th century and is regarded as an important rite of passage for students and their families. We ask that you respect this long tradition and approach the ceremony with the proper decorum.

Smoking Policy/Alcohol Policy
This is a Tobacco and alcohol free event. Tobacco products including electronic (e-cigs) are not allowed at commencement. Alcohol is prohibited on campus. The University observes a strict no-alcohol policy and commencement graduates and guests are prohibited from bringing alcoholic beverages onto the premises.

Disabled Student Services
Graduates with mobility impairments should contact Disabled Student Services by April 30 for assistance at the commencement ceremonies. A platform lift will provide access to the stage for graduates with mobility impairments. Sign language interpreters will be present at all ceremonies. All questions regarding accessibility should be addressed to Disabled Student Services. They can be reached at (760) 750-4905.

Ceremony Schedule

| PROCESSIONAL |
| AMERICA THE BEAUTIFUL |
| WELCOME AND INTRODUCTIONS |
| UNIVERSITY AWARDS |
| SPECIAL REMARKS |
| CONFERRING OF DEGREES |
| CLOSING REMARKS |
| RECESSIONAL |

- Beach Balls
- Noise Makers
- Fireworks
- Signs
Sign-up to receive Guest E-News
Guest E-News is your way to get information about your graduate's commencement ceremony. If you are interested in signing up, fill out the Guest E-News Form on the commencement website and you will be added to the news list. The commencement office will be emailing out general information about commencement, and also information that is specific to your graduate's commencement ceremony.

Pre-Order Floral Bouquets and Orchid Leis
Information Coming Soon.

Guest Parking
See page 10 of this guide for information.

Weather/Site Information
Weather can be unpredictable, so please plan accordingly. Rain or shine, all umbrellas must be lowered prior to the start of the ceremony. Remember to bring sunscreen; there is limited shade on the Mangrum Field and wear appropriate shoes for walking on grass (no spiked heels). If you are unable to attend, or have concerns about the weather, we will be live streaming the event at www.csusm.edu/commencement.

Tickets and Guest Seating
There are **no** tickets issued for this event, all guest seating is first come first served. Guest seats will open 2 hours prior to the start of each ceremony and each ceremony is expected to run 2 hours. Please keep your guest count to 10 or fewer. Saving large quantities of seats is prohibited so please plan accordingly. For guests who are unable to attend, we offer a live streaming of each ceremony at www.csusm.edu/commencement.

Seating for Disabled Guests
There will be a special seating area for individuals with mobility impairments. Space is provided on a first come, first served basis. Only two companion seats per mobility impaired guest will be permitted in this area. Please keep in mind that seating is available in the grass section as well and the surface should be firm enough to allow for wheelchair access. **THERE IS NO SHADE IN THIS SEATING SECTION.**

No Pets
No pets will be allowed at any of the ceremonies.

Snake Warning on Dirt Paths
Please be aware of your surroundings and stay on designated walking/seating areas ONLY.

Smoking and Alcohol Policy
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Meeting up with your Graduate
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**Etiquette / Security**
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**Services for Guests with Disabilities**
CSUSM will provide special parking passes for guests, don’t forget to have your graduate request a pass when they fill out the Participation form on the commencement website. There are no wheelchairs or motorized scooters available at CSUSM for individual use. Sign language interpreters will be present on stage at all ceremonies.

**Alternative Viewing**
All ceremonies will be live streamed with closed captioning through the commencement website. Visit the CSUSM Facebook page for commencement day images www.facebook.com/#!/csusm

**Local Hotel Information**
There are many hotels in the San Marcos and surrounding areas. Visit Our Website for Hotel Information.

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**Contact and Vendor Information**

**Commencement Office**
The Commencement Office is here to answer any and all commencement questions for students and guests. Our office hours are 8am – 4:30pm, Monday through Friday. We can be reached at 760-750-DONE (3663) or via email commencement@csusm.edu. Our website is www.csusm.edu/commencement.

**Alumni Association**
See Page 5 of this guide under “Join the Alumni Association”

**University Store/ CSUSM Bookstore**
The University Store/CSUSM Bookstore is pleased to serve as the University’s official academic regalia provider for all graduates and participating faculty. The University Store will be on hand at GradFest, and all ceremonies to sell regalia items, diploma frames, Alumni products and gift items. For regalia pricing and information, please visit www.csusmbookstore.com or call us at (760) 750-4737.

**Jostens**
Jostens is a leading provider of graduation products for CSUSM. Jostens representatives will be at GradFest selling class rings, announcements, diploma frames and assisting with graduation regalia. A representative will also be on campus throughout the spring semester to assist with class ring and announcement orders, please check the Jostens website, at Jostens.com, for exact dates and times. For any questions regarding graduation regalia and diploma frames please contact the University Store, for Class Ring and Announcement information please contact Sandy Noel at sandy.noel@jostens.com.

**diFranco Photography**
diFranco Photography will be present at GradFest and commencement. At GradFest, you can have your official regalia portrait taken with no sitting fee and no obligation to purchase. At commencement, two photographs will be taken of each graduate; one on stage with President Haynes, and one off stage with your
Frequently Asked Questions

What does it cost to participate in my ceremony? Nothing, you just need to purchase your regalia.

What do I need to do to participate in the ceremony? All Fall 2015 and Spring/Summer 2016 graduates are invited to attend commencement and need to fill out the Participation form on the Commencement website.

Who is Eligible for Honors? Only undergraduate students are eligible for honors. Students receiving their Masters, Credential, or Additional Bachelors are not eligible.

Do I need tickets and parking passes for my guests? No, all parking is free and there are no tickets issued for this event. Seating is on a first come first served basis and saving large quantities of seats is not allowed.

Can I sit with my friends at Commencement? All students are required to sit with their major, so yes; you can sit with your friends within your major.

Do you sell DVD copies of the ceremony? No, but 2 weeks after the ceremony, you will be able to view the ceremonies through a link on the commencement website.

I am not attending Commencement will my name still appear in the program? Yes, the names of all graduates will be listed even if they choose not to participate in the ceremony.

Can my guests take pictures at commencement? Yes, but they must stay in the guest seating area only.

If I am a double major which ceremony do I participate in? You will participate with your primary major, whichever college that falls in.

Do you have wheelchairs available for guests? No, all guests requiring wheelchairs must bring their own.

What do I do if I arrive late to the ceremony? If you are late, please check-in with a volunteer in a blue shirt. You will have to sit at the end of graduates, which means your name may not be called with your major but with the major of those students in the last row.

If I am unable to participate in my college’s ceremony, can I participate in another one? No, graduates must participate in the ceremony of their college and major.

When and where do I pick up my Special Accommodations Parking Pass? Graduates who reserve a special accommodations parking pass will be contacted in May via email with pick-up information.
Traffic, Directions, Parking and Maps

Traffic
Main access to the campus is from State Highway 78 at Twin Oaks Valley Road. Take Twin Oaks Valley Road south for approximately a half mile and you will be at campus. Follow road signage and traffic officers to the nearest available parking. Traffic will be heavy, so please allow adequate time for travel and parking!

Alternate Routes to Campus
Driving westbound on Highway 78 from Interstate 15,
Take exit 14, Woodland Parkway/Barham Dr. And stay to the right.
Take the next RIGHT (South) onto Woodland Parkway
Turn RIGHT (West) onto Barham Dr. The campus is 1 mile down on the left

Driving eastbound on Highway 78 from Interstate 5,
Take exit 12 for San Marcos Blvd.
Make a left onto Bent Ave
Bent Ave turns into Craven Road. Follow Craven Road 1.3 miles to the campus.

Graduate and Guest Parking
Parking lots will open 2 hours prior to the start of each ceremony and parking is complimentary. See page 10 for parking lot maps. Lots B, C, X, Y, E and F at closest to the event venue. Parking in all lots will be on a first come first served basis. Event signage will direct guests to the Event Site (Mangrum Track and Field).

Special Accommodations and Disabled Parking
Special Accommodations parking will be provided for guests. Special accommodations parking will open 2 hours prior to the start of each ceremony and parking is complimentary (parking is on a first come first serve basis). Event signage will be available to direct guests to the Event Site (Mangrum Track and Field).

Avoid the Traffic and Take the Sprinter!
It is about a 15 minute walk from the Sprinter station to the ceremony site (shuttle transportation is not available).

Parking Map

Pedestrian Map