

## Fall 2010, Spring 2011 and Summer 2011 Graduates:

### USC's 128th Annual Commencement Friday, May 13, 2011

Information about Commencement may be found online:

USC Commencement website:

<http://www.usc.edu/dept/pubrel/specialevents/commencement/index.php>

SPPD website:

<http://www.usc.edu/schools/sppd/students/graduation/index.html>

#### PLEASE NOTE:

To accommodate more guests, SPPD's Graduate Satellite Ceremony at 3:00 PM will be at Lot 6, located on Downey Way near Kaprielian Hall and Irani Hall. The reception following will be here in Lewis Hall and on our courtyard.

#### PLEASE REGISTER for the SPPD Satellite Ceremony and Reception:

<http://www.usc.edu/schools/sppd/students/graduation/index.html>

To ensure that your name is in the SPPD satellite ceremony program and so we can adequately prepare for the satellite ceremony and reception that follows, please RSVP online by April 1.

There are no tickets required for the USC main ceremony and the SPPD undergraduate and graduate satellite ceremonies on Friday, May 13.

#### HOW DO YOU RENT REGALIA?

Graduates will be able rent academic regalia (caps, gowns hoods) in the Pertusati University Bookstore, 3rd floor from Wednesday, April 27 through Friday, May 13. (To ensure the correct hood color, please do not wait until the last moment to do this.) The hours are:

Monday - Friday, 9:00 a.m. - 8:00 p.m.

Saturday, 9:00 a.m. - 5:00 p.m.

Sunday, 10:00 a.m. - 5:00 p.m.

Friday, May 13, 7:00 a.m. - 12:00 p.m.

It's simple to determine what you need to rent:

Bachelor's degree (black cap and gown only): \$49.99

Master's degree (black cap, gown and appropriate-colored hood): \$69.99

Doctoral degree (cardinal cap, gown and hood): \$74.99

**Off-campus and out-of-state students may call in their cap and gown order (with a credit card) to put their regalia on reserve or have it mailed to them. Please contact the USC Bookstore at (213) 740-8998.**

A Master's or Doctoral student should be *crystal* clear when telling the staff what degree you are earning, to make sure you get the right color trim on your hood; a Doctorate is different from a Ph.D., and their hoods can be very different colors.

**If you have any doubts about the color hood you should be receiving, please check the list posted here:**



**Dark Blue: Ph.D. in any field**



**Crimson:** Master of Planning  
 Master of Real Estate Development  
 Doctor of Policy, Planning, and Development



**Peacock Blue:** Executive Master of Health Administration

Executive Master of Leadership  
 Master of Health Administration  
 Master of International Public Policy and Management (IPPAM)  
 Master of Public Administration  
 Master of Public Policy

### **GRAD FAIR, February 22-24**

The 2011 Grad Fair will be held in the ballroom of the Tutor Campus Center. Hours are:

Tuesday, February 22, 9 a.m.-4 p.m.  
 Wednesday, February 23, 9 a.m. - 4 p.m.  
 Thursday, February 24, 9 a.m. - 6 p.m.

Grad Fair is your one-stop way to get all the information you need about Commencement. All soon-to-be graduates are encouraged to stop by Grad Fair for answers to questions, or to purchase Commencement-related products.

### **COMMENCEMENT RELATED EVENTS:**

#### **USC Ph.D. Hooding Ceremony**

Ph.D. candidates who graduate in December 2010 or expect to graduate in May or August 2011 are encouraged to attend the prestigious Ph.D. Hooding Ceremony on Thursday, May 12 in Bovard Auditorium from 9:30 AM – 11:30 AM. Here each candidate will receive the hood, symbolizing conferral of the Ph.D. degree, from his or her dissertation chairperson. All participants are required to register online. More information will be posted in early February at the official [hooding website](#). Please RSVP early as this fills up quickly.

Please note: the Ph.D. Hooding Ceremony is **not** your commencement. Ph.D. candidates are **strongly** encouraged to participate in the Main Ceremony on May 13, 2011, at which degrees are formally conferred. Ph.D. candidates are accorded the honor of marching from Bovard Auditorium through the center of campus, preceding the faculty. Candidates must assemble inside Bovard Auditorium by 8:00 a.m. for the procession. Please allow extra time to get to Bovard; part of Trousdale will be closed on Friday morning and it will take you longer than usual to get into the auditorium.

#### **SPPD Awards Ceremony**

Participants of the SPPD Awards Ceremony on Thursday, May 12, include undergraduates, master's students, and doctoral candidates. The ceremony recognizes the various accomplishments of the graduating students in SPPD, such as academic excellence and community contribution. **This event is by invitation.**

#### **Baccalaureate Ceremony**

Taking place in Bovard Auditorium on Thursday, May 12, the university's Baccalaureate Ceremony begins at 5:00 PM and runs about one hour. Baccalaureate is a non-denominational, inter-faith celebration open to all students and their guests. There are no reservations necessary for the ceremony, but seating in Bovard Auditorium is available on a first-come, first-served basis, and the 1,200 available seats always fill up quickly. Students do not need to wear regalia for the ceremony.

#### **Baccalaureate Dinner**

Baccalaureate is followed by a festive dinner for graduates and their families. The dinner begins at 6:30 PM and reservations are required. **Baccalaureate Dinner reservations will open through this page on Tuesday, February 22:** <http://www.usc.edu/dept/pubrel/specialevents/commencement/baccalaureate.php>

Mark your calendars! Please RSVP early as this event sells out quickly.

### **USC Main Commencement Ceremony**

Commencement ceremonies are held once a year during the month of May. The main ceremony is for all graduates and their families. SPPD students are to assemble Friday morning, May 13, by 8:00 AM (line-up location information not yet available). The processional will take place at 8:30 AM; the Commencement Ceremony will start at 9:00 AM and last for about an hour. All 8,000 graduates march in under their school's heraldic flag before receiving their degrees as a class. This ceremony features performances by the USC band, brief speeches by the valedictorian, keynote speaker, and the president.

Students are officially designated graduates of the university at this first, or main, ceremony, but they do not march across a stage, receive a diploma cover, and take a photo until they attend their school's satellite ceremony. The ceremony concludes at approximately 10:10 AM and students march out of the park back to their assembly points.

### **SPPD Doctoral Hooding Ceremony for Ph.D., DPDS and DPPD Candidates**

The SPPD Doctoral Hooding Ceremony for Ph.D., DPDS and DPPD candidates will take place during the graduate satellite ceremony on Friday, May 13, at 3:00 PM.

### **SPPD Satellite Ceremony and Reception for Graduate Students**

**At 3:00 PM, SPPD will host a satellite ceremony for all SPPD graduate students at Lot 6, located on Downey Way near Kaprielian Hall and Irani Hall.** Guests will be seated beginning at 2 PM. Students wishing to participate in the satellite ceremony must complete the Graduate Satellite Ceremony registration.

**SPPD will host a reception immediately following the ceremony at Lewis Hall Courtyard and second floor.**

### **Questions I am frequently asked:**

#### **How do I know if my son/daughter is graduating?**

Your son/daughter will need to check their status with Degree Progress: <http://www.usc.edu/dept/ARR/degreeprogress/>

#### **Do students have to sign up for Commencement?**

- SPPD does require registration for the satellite ceremonies and emails to students include the link to register. There are no limits for guests attending the SPPD Undergraduate Satellite ceremonies.
- There is no sign-up process for participation in the main ceremony and there are no tickets required for the main ceremony on Friday morning. As long as you're on track to graduate in Fall 2010, Spring 2011 or Summer 2011, you can march in the main ceremony without any registration process.

#### **I will be finishing my degree requirements next fall. Can I participate in this year's graduation ceremony?**

Students finishing their last requirement next fall (December 2011) are allowed to participate in this year's commencement ceremonies (May 2011), however, your name will not appear in the program distributed at the main ceremony; it will instead be printed in next year's program. **To ensure that we know you will attend, it is necessary that you register online, as directed.**

Students who participate early will need to rent a cap and gown at the bookstore, but are **not** eligible to wear a university Honor Cord.

#### **My son/daughter has received no information about commencement activities!**

Information goes out to ALL SPPD students by email from the SPPD Commencement Coordinator and a flyer has been mailed to the permanent address listed in the student information system. Students should check if their email box is full and, therefore, unable to receive emails sent regarding commencement.

#### **What happens on Commencement Day?**

Guests should plan on arriving on campus by 7:00 AM. to secure parking (which is free), and to find a seat in or around Alumni Park for the main USC Commencement Ceremony. Please note, saving seats is **not** allowed. Ceremony programs will be available for guests at tented information booths on campus; programs will be pre-set on graduates' seats.

Students line up at their assembly points by 8:00 AM. Commencement begins at 8:30 AM. as 8,000 degree candidates march into Alumni Park from its four corners. Students process with their school, behind cardinal and gold banners listing the name of the school, and heraldic flags depicting the school's traditional academic icons.

The main USC ceremony begins at 9:00 AM. This ceremony includes addresses from the president, the valedictorian, and

the commencement speaker: honorary degrees are bestowed, and students are officially recognized (en masse) as graduates of the university. Students are officially designated graduates of the university at this first, or main, ceremony, but they do not march across a stage, receive a diploma cover, and take a photo until they attend their school's satellite ceremony. The ceremony concludes at approximately 10:10 AM and students march out of the park back to their assembly points.

At 3:00 PM, SPPD will host a satellite ceremony for all SPPD graduate students at Lot 6, located on Downey Way near Kaprielian Hall and Irani Hall. Guests will be seated beginning at 2 PM. Students wishing to participate in the satellite ceremony must complete the Graduate Satellite Ceremony registration.

### **How much is parking? Where should I and/or my guests park?**

Parking is free on commencement day and on the day prior (Thursday, May 12) for those attending Commencement-related activities. Parking is extremely limited on campus, and due to the large crowd expected at commencement, parking facilities will fill up early. The University Parking Center, on the corner of Jefferson Boulevard and Grand Avenue, is recommended for all degree candidates, their families and guests. Your parking permit does not guarantee you a space in your regular parking structure.

If you arrive late and all campus parking facilities are filled, you can park at the Los Angeles Memorial Coliseum (also for free), accessible off of Exposition Boulevard.

### **How do I order a stole or sash?**

Stoles are not required though they are available from the University Bookstore's Supply Department on the 3rd floor. Stoles can be purchased with the USC logo or embroidered university seal, or they can be custom-designed. Custom stoles start at \$75\* and include 2-8 embroidered letters. There are additional costs for adding seals, logos, fraternity/sorority crests, etc. Please see the Supply Department on the 3rd floor of the Bookstore for more details.

\*Reflects prices for 2010 and subject to change for 2011.

### **How do I order announcements, class ring, and diploma frame?**

Graduation announcements, class rings and diploma frames are available on the 2nd floor of the Bookstore in the Gift Department. These items are available in-store year-round, and representatives will be selling all of these products at the Grad Fair on February 22-24. They are also available online through the USC Bookstore [website](#). As of January 2011, rings, diploma frames, and graduation announcements are all sold by Herff Jones, and may be ordered together as a package.

### **I qualify for honors. When will I receive my honors cords?**

It is university policy that honor cords are for undergraduate students only.

### **Does USC have any travel recommendations?**

STA Travel is the official travel agency for commencement and can be reached at (213) 743-4782. They have negotiated discounted rates with airlines, hotels and rental cars. We recommend that you contact them early to arrange for your travel needs.

### **Disability Seating**

At the main ceremony, there is a seating section at the front of Alumni Park reserved for guests with disabilities. Because space is limited, we can only allow one escort per disabled guest. The entrance to the disability seating area is on the south side of Doheny Library. Because the center of campus is crowded very early, it is recommended you access the entrance by circling behind Doheny. This area, like all commencement guest seating, is first come, first served.

At the satellite ceremonies, there is an area for guests who will remain seated in wheelchairs during the ceremony and, because space is limited, we can only allow one escort per disabled guest. For those who will not remain in the wheelchair during the ceremony, a staff member will store the wheelchair in the stroller/wheelchair parking area during the ceremony.

### **Will wheelchairs be available for disabled guests?**

A limited number of wheelchairs are available for checkout from 6:00 a.m. – 5:00 p.m. on commencement day only. Checkout is located in front of the Alumni House. If you need a wheelchair on Thursday, or on Friday after 5:00 p.m., you will need to bring your own.

### **Stroller Parking**

Due to strict fire regulations, strollers may not be taken into the tent for the satellite ceremonies. They will be stored during the satellite ceremony in stroller parking area.

**How will my name appear on my diploma?**

The name on the diploma must match the name on the sealed academic record when the degree was posted. IF your degree has not been posted, you can still request a name change through the Transcripts and Verifications department. **If you wish to correct the name that is currently on record, DO THIS NOW.** The way your name reads on your current record is the way it will appear on your diploma. Once your degree has posted it may not be changed.

**When do I get my diploma? How can I get my diploma if I don't attend the Commencement Ceremonies?**

With very few exceptions, diplomas are not distributed on commencement day, but are mailed later to the graduate's permanent address of record. Check your diploma details at the Degree Progress website:

<http://www.usc.edu/dept/ARR/diplomas/faq.html#thirdpartypickup>.

Once final grades are released a couple weeks after commencement, you will be sent a congratulatory e-mail. Your diploma should follow the mail four to six weeks later.

**I am moving shortly after graduation. How can I make sure I get my diploma?**

You can request that your diploma be held for pick-up by submitting a "Change of Information" card in Degree Progress (JHH-010). Be sure to leave mail forwarding instructions with the U.S. Postal Service to ensure that you get your notification when your diploma is ready to pick-up.

I am happy to answer any other questions you might have. Please forward this email to your parents to answer their questions.

Congratulations!

Chris

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