



UCLA International Institute 2007 Commencement Ceremony!



INTERNATIONAL INSTITUTE INTERDEPARTMENTAL PROGRAMS (IDPs) in

African Studies • East Asian Studies • European Studies • Global Studies • International Development Studies • Islamic Studies • Latin American Studies • Middle Eastern & North African Studies • Southeast Asian Studies

Preparation for commencement activities across campus is fast approaching! We want you to be able to share this wonderful event with your friends and family, and for the day to run smoothly. The following should answer most of the questions you might have about commencement day.

Please contact your Academic Counselor if, after reading this document carefully, you have more questions about the International Institute Commencement Ceremony.

DATE, TIME, LOCATION OF INTERNATIONAL INSTITUTE COMMENCEMENT

The International Institute Commencement will take place on

Saturday, June 16, 2007

6:30pm (expected to run until approximately 8:00pm)

Royce Hall

All guests will require a ticket (please see below regarding information on ordering tickets).

Students & their guests should arrive no later than 6:00pm at the Registration Table, located in the West Lobby of Royce Hall. Note that those arriving after the processional takes place will **not** be allowed to participate, so **please arrive early!**

DIFFERENCE BETWEEN “GRADUATING” AND “WALKING THROUGH COMMENCEMENT CEREMONIES”

Students can *graduate* (that is, earn their degree) during any quarter of the academic year. Undergraduates must alert the Registrar’s Office of the term they plan to graduate, and can do so by declaring their “Degree Expected Term” via URSA. Graduate students should alert their departmental Academic Counselors.

Commencement, however, is an occasion for you to be publicly recognized by the university and your friends & family for your scholastic achievements. These ceremonies occur only at the end of each academic year in June, and students are invited to walk through these ceremonies whether or not they are actually graduating in Spring Quarter!

Note that participating in any commencement activities does NOT guarantee that you will actually earn a degree. Undergraduates should consult College Academic Counseling, and M.A. & Ph.D. candidates should contact their departmental Academic Counselor for detailed information on satisfying degree requirements.

CEREMONIES TO PARTICIPATE IN

There are many commencement ceremonies that you might be able to participate in: the International Institute Commencement Ceremony (the focus of this document!), the [UCLA Graduate Division Doctoral Hooding Ceremony](#) (for Ph.D. recipients), the [College Commencement](#) (for B.A. and M.A. recipients), the [College Honors Ceremony](#) (for undergraduates in College Honors), and others. These ceremonies may have different regulations

from the International Institute Commencement Ceremony, so please contact them directly for specific information.

Students who are eligible to participate in the **International Institute Commencement Ceremony** include undergraduate **majors & graduate students** in the following Interdepartmental Programs (IDPs): African Studies, East Asian Studies, European Studies, Global Studies, International Development Studies, Islamic Studies, Latin American Studies, Middle Eastern & North African Studies, and Southeast Asian Studies.

Students pursuing International Institute **minors** are not eligible to participate, and should seek inclusion in the commencement activities of their major department, instead.

ELIGIBILITY TO PARTICIPATE IN COMMENCEMENT CEREMONIES

If you are a degree recipient from **Fall 2006** or **Winter 2007**, you will have automatic eligibility to RSVP and order guest tickets through MyUCLA for the 2007 International Institute Commencement Ceremony.

If you are a candidate for a bachelor's degree for **Spring 2007** or **Summer 2007**, you are eligible to participate if you:

- Have completed at least 148 units by the end of Winter Quarter 2007; AND
- Have declared candidacy for Spring 2007 (the deadline to declare without penalty is April 13, 2007), or for Summer 2007 (the deadline to declare is Friday, April 27, 2007).

****If you haven't already done so, please declare your degree expected term for 07 Spring (by **April 13**) or 07 Summer (by **April 27**) via the Degree Expected Term link on [URSA](#).****

To confirm your completed units to date, access URSA online. If you have met the above criteria, you will have automatic eligibility to RSVP and order guest tickets through MyUCLA for the 2007 International Institute Commencement Ceremony.

To confirm that you are eligible to graduate, you will receive a message in the "My Notifications" section of your MyUCLA web page after May 4 that will indicate how your name will appear in the Commencement program. If you do not receive this message, contact LSEvents@support.ucla.edu or go to the College Commencement Office, 1312 Murphy Hall.

If you plan to complete your degree requirements in **Fall 2007**, you are not automatically eligible to participate in or receive guest tickets for the 2007 Commencement events, as you are expected to participate in commencement events that will take place in June of 2008. However, students with a degree expected term of Fall 2007 and at least 148 units completed as of the end of the Winter 2007 quarter may submit a Special Inclusion Petition (SIP) to the College of Letters & Sciences if they will be unable to participate in the 2008 Commencement events.

To submit a Special Inclusion Petition, students must follow the following procedures:

- Login to URSA in order to verify and/or declare that your Degree Expected Term is Fall 2007. Only once your candidacy is confirmed by the Registrar's Office will you be eligible to submit a Special Inclusion Petition.
- From MyUCLA, select the "Petition for Special Inclusion" link and submit the petition online.
- After April 9th, login to MyUCLA and select "Commencement" from the MyUCLA Features menu (only eligible students will receive this menu option).
- Petition results will be accessible to students via My.UCLA (<http://my.ucla.edu>) by clicking "Petitions" on the MyFeatures menu. If the petition has been approved, Commencement tickets may be ordered via My.UCLA from May 1 - May 16, 2007.
- The deadline to submit a Special Inclusion Petition is Friday, May 4, 2007.

RSVPING AND OBTAINING TICKETS FOR THE INTERNATIONAL INSTITUTE COMMENCEMENT

Student RSVPing & Ticket Ordering: Each undergraduate student* intending to participate in the International Institute Commencement is required to RSVP and order guest tickets through [MyUCLA](#) between **May 1 and May 16**.

Unlike the College Commencement, students participating in the International Institute Commencement do not need a ticket for themselves. However, tickets are required for all guests (except for infants, as long as they will not be occupying a seat of their own). You can initially order up to 10 guest tickets through [MyUCLA](#), and request an additional 4 waitlist tickets, to be released pending availability.

Ticket Fees: A total of 4 tickets are complimentary, and any additional tickets ordered will incur an \$8.00 charge per ticket. Such fees are assessed at the time of ticket ordering via [MyUCLA](#) and are automatically billed through a student's BAR statement. **Note that no refunds are possible.** Students will be billed for guest tickets they have ordered whether or not the tickets are used or even picked up!

Ticket Pickup: Students can pick up their reserved tickets from the [Central Ticket Office](#) from **May 21 to June 1**. Students may inquire if tickets are still available after this date, pending distribution to those who picked up by June 1.

More information on ordering tickets can be obtained from the general [Commencement Website](#).

*Note that RSVPing and ordering tickets via [MyUCLA](#) pertains only to **undergraduates** pursuing a major under the International Institute (majors in East Asian Studies, European Studies, Global Studies, International Development Studies, Latin American Studies, Middle Eastern & North African Studies, and Southeast Asian Studies). **Graduate students** pursuing degrees in African Studies, East Asian Studies, Islamic Studies, and Latin American Studies should RSVP and place their ticket order via their departmental Academic Counselor. The above dates and other information, however, still hold true.

If you miss the May 16 deadline to RSVP and order guest tickets for the International Institute Commencement, contact your departmental Academic Counselor to see if additional guest tickets are still available.

CAP AND GOWN ORDERING

Please make sure to wear your cap and gown to the International Institute Commencement Ceremony. **Graduation Etc.** will begin taking orders for caps & gowns, announcements, diploma plaques and frames, Alumni Association memberships, and graduation gifts for the Class of 2007 beginning in March. Visit them [online](#) or call 310.825.2587.

INCLUSION IN PRINTED COMMENCEMENT PROGRAM

The College of Letters & Science will provide a Commencement Program which will be available to guests on commencement day.

For Undergraduates, the Commencement Program will list the names of Fall 2006 and Winter 2007 degree recipients under the heading of "Undergraduate Degrees Conferred." The program will also list, as a single group, "Undergraduate Candidates for Degrees, Spring and Summer 2007." Your name will be printed as it appears on your official UCLA record. If your listed name is incorrect in any way, you should obtain and file the "Correction or Change of Name Petition" at Enrollment and Degree Services, 1113 Murphy Hall, by Friday, May 11, 2007. This form is also available [online](#). For students obtaining Graduate degrees, please contact your departmental Academic Counselor to verify the correct spelling of your name.

Note: Your Public Information Release status indicated on [URSA](#) (under "Privacy Options" on the Main Menu) will affect the publication of graduation information. If you requested a Public Information status of "**Do not Release**," your name will **not** appear in the Commencement program. If you have placed such a restriction but wish your name to appear in the Commencement Program, you must change your Public Information Release status through [URSA](#) no later than Friday, April 27, 2007.

Students who submit a Special Inclusion Petition (because their Degree Expected Term is 07F) will not be included in the 2007 Commencement Program, but will appear in the program for June 2008.

WHAT WILL HAPPEN DURING THE INTERNATIONAL INSTITUTE COMMENCEMENT?

As soon as family members and friends arrive, they should find seats for themselves inside of Royce Hall. As seating is general admission only, please make sure to have your guests at Royce by **6:00pm** with tickets in hand.

Students will need to stop at the Registration Table, which will be located in the West Lobby of Royce, at that time. Here you will fill out a name card that will be used to announce your participation in the ceremony. You will retain this card until you are on stage and ready to have your name called. After you fill out your name card, you will then line up with the other students according to your degree program, so that students will be seated with others in their major. You will then be directed to process into Royce Hall. The order will be as such: Faculty members, Graduate Students (by IDP and in alphabetical order), then Undergraduates (by IDP only). Undergraduates who are double majoring within the International Institute should line up by their primary major, unless otherwise directed. Once the ceremony begins, all students will process into Royce Hall from the West Lobby and be directed to their seats, either on stage or in the first few rows. When directed to, you will step forward, give your name card to the announcer, and then walk across the stage to accept your congratulation certificate!

Note that no rehearsal will be held. Because of this, it is very important that you arrive at Royce Hall at least ½ hour prior to the start of the commencement ceremony so that you can be directed to the proper location and given more detailed information on the ceremony. **Remember, if you arrive after the processional takes place, you will not be allowed to participate!**

OBTAINING THE DIPLOMA

Diplomas will be available about four months after the degree award date. The Registrar's Office will send you information about obtaining your diploma in person (no fee) or by mail (fee charged) approximately two months after the end of your final quarter. You should notify the Registrar at 1113 Murphy Hall if your address changes after you graduate (you may do so directly through [URSA](#)). For up-to-date diploma availability information, call the Diploma Hotline at 310.825.8883.

PICTURE TAKING AT THE INTERNATIONAL INSTITUTE COMMENCEMENT

A professional photographer will be taking individual photos of each student. These photos will be available for purchase from [Bob Knight Photography](#) who will contact each student shortly after the ceremony with information regarding purchasing the photos. Ordering is optional and there is no obligation to purchase any photograph from Bob Knight Photo, Inc.

Family members and guests may take photos as well, but will be asked to remain in their seats and will not be allowed in the aisles during the ceremony.

PROVISIONS FOR PHYSICAL DISABILITIES

If you have a disability, or you are inviting a guest who needs special assistance to attend commencement, please call the Office for Students with Disabilities at 310.825.1501 (voice), or 310.207.6083 (TDD), ASAP to receive information about parking and other assistance at the Commencement. Sign language interpreters are available upon request.

Guests who use wheelchairs should check in with the House Staff so that they can be escorted into a designated area inside of Royce Hall. Students who have family members and guests with physical disabilities are urged to arrive early since no seats or sections can be reserved ahead of time.

2007 COMMENCEMENT CHECKLIST

With so many important dates to remember, it might be helpful to refer to the 2007 Commencement Checklist, available at <http://www.college.ucla.edu/commencement/checklist.html>.

UCLA COLLEGE COMMENCEMENT

For more information on commencement activities, please refer to the UCLA College Commencement website, <http://www.college.ucla.edu/commencement/index.html>.

<i>International Institute IDP</i>	<i>Academic Counselor</i>
<i>African Studies (M.A.)</i>	Magda Yamamoto
<i>East Asian Studies (Major, M.A.)</i>	10373 Bunche Hall
<i>Islamic Studies (M.A., PhD)</i>	Undergrads: undergrads@international.ucla.edu
<i>Latin American Studies (Major, M.A.)</i>	Grad Students: idpgrads@international.ucla.edu
<i>European Studies (Major)</i>	Armita Parvizi
<i>International Development Studies (Major)</i>	10357 Bunche Hall
<i>Middle Eastern & North African Studies (Major)</i>	idps@international.ucla.edu
<i>Southeast Asian Studies (Major)</i>	
<i>Global Studies (Major)</i>	Gaby Solomon 10375 Bunche Hall undergraduate@international.ucla.edu

UCLA INTERNATIONAL INSTITUTE
Interdepartmental Programs

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