Date, Time, Location of International Institute Commencement Ceremony

The International Institute Commencement Ceremony will take place on

**Saturday, June 15, 2019**

**6:30pm**

**Royce Hall**

Students should arrive at Royce Hall **no later than 5:45pm**, and proceed to the Registration Table which will be located in the West Lobby. There, you will pick up your name card that will be used to announce your participation in the ceremony and line up as directed. Note that no rehearsal will be held. Because of this, it is very important that you arrive at Royce Hall on time so that you can be directed to the proper location and given more detailed information on the ceremony. **IMPORTANT: Students who arrive after the processional takes place will not be allowed to participate, so please be sure to show up on time!**

Guests should also expect to arrive no later than 5:45pm and should find seats for themselves inside of Royce Hall. As seating is general admission only, please encourage your guests to arrive early with tickets in hand. **In order to ease day-of anxiety, it is highly recommended that you distribute your guest tickets PRIOR to commencement day!** **Note: balloons are not allowed in Royce Hall Auditorium, so please let your guests know not to bring them!**

The International Institute Commencement Ceremony is expected to run through 8:00pm (approx.), with a small reception to follow in Royce Quad.

Graduating vs Participating in Commencement Ceremonies

Yay, graduation! What a wonderful achievement worth celebrating!!! Here are a few things to keep in mind about the difference between graduation and commencement:

Students can **graduate** (that is, earn their degree after fulfilling all requirements) during any quarter of the year: Fall, Winter, Spring, or Summer. Undergraduates must alert the Registrar’s Office of the term they plan to graduate, and can do so by declaring their degree candidacy on MyUCLA by clicking on "Academic/Update Degree Candidacy Term". This will trigger two very important processes: 1) the Registrar’s Office will be alerted to check your academic records during the quarter you indicate as your degree expected term in order to verify that you have completed all requirements for your degree, and 2) the Commencement Office will allow you access to RSVP and order tickets for commencement ceremonies for that June. Graduate students should alert their departmental Academic Counselor as to their degree expected term.

**Commencement**, on the other hand, is an occasion for you to be publicly recognized by the university and your friends & family for your scholastic achievements! Commencement ceremonies occur only at the end of each academic year in June, and students are invited to walk (i.e., participate) in these ceremonies, such as the International Institute Commencement Ceremony, whether or not they are actually graduating in Spring Quarter.

Eligibility to Participate in the International Institute Commencement Ceremony

Students who are eligible to participate in the International Institute Commencement Ceremony include degree candidates and degree recipients for the following undergraduate majors & graduate programs: African Studies, African & Middle Eastern Studies, Asian Studies, East Asian Studies, European Studies, Global Studies, International Development Studies, and Latin American Studies.

Undergraduate student majors: You are automatically eligible to RSVP and order guest tickets through MyUCLA for the International Institute Commencement Ceremony if you also meet the requirements set by UCLA College Commencement. Graduate students: Please contact your Academic Counselor for verification of eligibility to participate.

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

RSVPing and Obtaining Tickets for the International Institute Commencement Ceremony

**Student RSVPing & Ticket Ordering:** Students participating in the International Institute Commencement Ceremony must RSVP for the event, however they do not need a ticket for themselves. Tickets are required for all guests, however, except for infants who will not be occupying a seat of their own.

Each undergraduate student intending to participate in the International Institute Commencement Ceremony can RSVP (for themselves) and order tickets (for their guests) through MyUCLA, and you can do so from **Friday, April 26, 2019 at 4:00pm to Friday, May 17, 2019 at noon**. You may order up to **10 guest tickets** through MyUCLA. Additional ticket requests beyond this total
will be granted pending availability. As a convenience, you may also pre-order parking permits for commencement events for you or your guests via MyUCLA.

**Ticket Fees:** A total of 4 tickets are complimentary, and any additional tickets ordered beyond that number will incur a $12.00 charge per ticket. Such fees will be assessed at the time of ticket ordering via MyUCLA and are automatically billed through the student's BAR statement. Note that refunds are not available. 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 (CTO) from **Tuesday, May 28, 2019 at 10:00am to Friday, June 7, 2019 at 4:00pm.**

Graduate students pursuing a degree through the International Institute 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 deadline to RSVP and order guest tickets for the International Institute Commencement Ceremony or if you would like to order more tickets, please contact your departmental Academic Counselor to see if additional guest tickets are still available. *Extra tickets beyond the initial amount ordered, if available, can be requested after Friday, May 17...please do not inquire about extra tickets before then!*

And, if you have any problem accessing the online Commencement RSVP & Ticket Ordering system from MyUCLA, please contact the College Commencement Office.

**Cap and Gown Ordering**

UCLA Store Graduation Etc, located in Ackerman Union, A-Level (310.825.2587), will begin taking orders for caps & gowns, announcements, diploma plaques and frames, and so on beginning in April. Note that all students are expected to wear a cap and gown to the International Institute Commencement Ceremony!

**Inclusion in Printed Commencement Program**

The College of Letters & Science will provide a Commencement Program which will be available to guests on commencement day. Note: Your Public Information Release status indicated on MyUCLA (under "Privacy Options") 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 MyUCLA no later than **Friday, April 20.**

For Undergraduates, the Commencement Program will list the names of Fall 2018 and Winter 2019 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 2019." To verify or change the way your name will appear, please refer to the information listed under the "Verify how your name will appear in the College Commencement Program" sections of the College Commencement Office website.

For Graduate Students, please contact your departmental Academic Counselor to verify the correct spelling of your name.

Students whose Degree Expected Term is Fall 2019 will not have their name included in the 2019 Commencement Program, but it will appear in the 2020 Commencement Program, instead.

**Picture Taking at the International Institute Commencement Ceremony**

Professional photographers will be taking individual photos of each student. These photos will be available for purchase from GradImages shortly after the ceremony. Students may wish to preregister their email address with GradImages prior to the commencement ceremony (select UCLA, then UCLA International Institute). While GradImages will be taking the official photos of the International Institute Commencement Ceremony, there is no obligation to purchase any photograph from them as ordering pictures is completely optional.

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

**Other Ceremonies to Participate In**

There may be several commencement ceremonies you are able to participate in besides the International Institute Commencement Ceremony (the focus of this document!), many of which are listed on the UCLA Commencement website. These ceremonies may have different regulations from the International Institute Commencement Ceremony, so please contact them directly for specific information.
International Institute Academic Programs Alumni

We at the International Institute are very proud of our alumni and we want you to continue to feel connected to us and to each other even long after graduation! One way to do so is to list your profile on UCLA ONE. With this directory, we hope to promote a strong sense of community among all International Institute students, both present and past, which extends beyond the boundaries of our campus, and beyond the period spent attaining their degree at UCLA. By sharing what you accomplished at UCLA, and what you do after obtaining your degree, you help us get to that goal!

Also, be sure to check out the International Institute Academic Programs Group on UCLA ONE. This group is for current and past students of the UCLA International Institute Academic Programs. The group’s purpose is to promote a strong sense of community among all Institute students and alumni, provide opportunities to network, to share opportunities, and to participate in mentor relationships.

Obtaining the Diploma

Diplomas will be available approximately three months after the degree award date. Information about diploma availability, diploma requests, as well as requests for Early Certificate of Completion can be found at the UCLA Registrar's Office.

Provisions for Students or Guests with Physical Disabilities

If you or a guest requires special assistance to attend a commencement ceremony due to a disability, please refer to the UCLA Commencement-specific Disability Resources website.

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 guests with physical disabilities are urged to arrive early as seats or sections cannot be reserved ahead of time.

Still Have Questions?

You are highly encouraged to refer to the College's handy Planning Checklist which contains key dates and information about commencement activities.

If, after consulting that website, as well as re-reading this document carefully, you have more questions about the International Institute Commencement Ceremony, please contact your Academic Counselor (see below).

International Institute Academic Programs & Contact Information

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Studies Major</td>
<td>Sandy Valdivieso, 10274 Bunche Hall</td>
</tr>
<tr>
<td>International Development Studies Major</td>
<td>Karen Quintanilla, 10270 Bunche Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:idps@international.ucla.edu">idps@international.ucla.edu</a></td>
</tr>
<tr>
<td>African &amp; Middle Eastern Studies Major</td>
<td>Magda Yamamoto, 10256 Bunche Hall</td>
</tr>
<tr>
<td>Asian Studies Major</td>
<td>Katie Osterkamp, 10254 Bunche Hall</td>
</tr>
<tr>
<td>European Studies Major</td>
<td><a href="mailto:understads@international.ucla.edu">understads@international.ucla.edu</a></td>
</tr>
<tr>
<td>Latin American Studies Major</td>
<td></td>
</tr>
<tr>
<td>African Studies M.A.</td>
<td>Magda Yamamoto, 10373 Bunche Hall</td>
</tr>
<tr>
<td>East Asian Studies M.A.</td>
<td></td>
</tr>
<tr>
<td>Latin American Studies M.A.</td>
<td><a href="mailto:undergards@international.ucla.edu">undergards@international.ucla.edu</a></td>
</tr>
</tbody>
</table>

http://www.international.ucla.edu/academics