April 10, 2017

Dear Political Science Graduate,

This academic year the College of Arts and Letters (CAL) will be hosting the graduation ceremony. The names of the graduating Political Science students will be read aloud, diploma covers will be given and professional graduation pictures will be taken at this ceremony. The CAL Commencement will be held on **Friday, May 12th at 10:00 a.m. in Viejas Arena.** You are expected to arrive between 8:45 and 9:00 a.m. to line up in parking lot 13 behind the Viejas Arena. Parking will be available in structures 12 and 7. Please refer your guests to [www.sdsu.edu](http://www.sdsu.edu) for directions to the University and parking structures.

Due to the CAL ceremony, the Political Science Department will not be holding a separate graduation ceremony this year.

Please see the following pages for more information on the College of Arts and Letters Graduation Ceremony or go to [http://newscenter.sdsu.edu/commencement](http://newscenter.sdsu.edu/commencement).

Congratulations to you and those who have helped you toward graduation.

Sincerely,

Ronnee Schreiber, Chair
Department of Political Science
Dear College of Arts and Letters prospective graduate:

It is with great pleasure that I write to congratulate you on your upcoming commencement on behalf of the faculty and staff of the College of Arts and Letters! We are all looking forward to celebrating this important milestone with you and your family and friends and, as the Dean of the College, I am especially honored to be able to participate in the celebration of your achievements.

Please take a few minutes to read the following IMPORTANT items:

- **Time, Date, Place.** Please note that the commencement time has been changed to 10:00 a.m. on Friday, May 12, 2017 in Viejas Arena. Students’ names will be announced at the main College of Arts and Letters Commencement ceremony. It will be my honor to preside over the ceremony, which will begin promptly at 10:00 a.m. and last approximately two hours.

- **Photography.** GradImages Photography will take photographs of each graduate on stage during the commencement ceremony. Each graduate will be sent no-obligation proofs of the commencement photographs via mail, email, and text after the event. You will have the opportunity to purchase prints after you have seen your proofs. At the ceremony, please ensure that you provide correct email and mailing information on the card you bring to stage from which your name will be announced.

- **Assembly and Processional.** No later than 8:45 a.m., bachelor’s and master’s candidates must arrive at Lot 13 and line up behind their respective department signs. Faculty marshals and student ushers will organize the processional lines.

MFA and PhD candidates must report to the robing room inside Viejas Arena no later than 8:45 a.m. and will be seated on stage as members of the platform party.

The processional will begin promptly at 9:30 a.m. The conferral of degrees will take place after the names of all graduates have been read. All graduates and guests should remain seated until the ceremony is concluded by the Grand Marshal.

Security measures require that you present your SDSU Red ID or a valid, government-issued picture ID card. Students who do not bring a valid ID will not be admitted into Lot 13 and will not be allowed to participate in commencement.

- **Guests and Disability Access.** Each graduate will be given six reserved-seat tickets at GradFest for guests. Please advise your guests that only graduates will be allowed in Lot 13. Any graduate or guest who requires special assistance must contact Student Disability Services (619-594-6473) no later than May 1st. Numerous accommodations (designated parking, assisted seating, interpreters, wheelchair loan, etc.) are available, but only with proper and timely notification.
• **Rehearsal.** There will be no student rehearsal. At the staging area outside of Viejas Arena, you will be put into orderly columns by major and you will simply have to follow the classmates in your column into the arena, through clearly marked gates.

• **Inclement Weather.** In case of rain, candidates should arrive at Lot 13, across from Parking Structure 12, at least 45 minutes before the processional start time, unless otherwise noted for your college. Once candidates enter through security and show their RedID, they will proceed directly inside Viejas Arena where they will be seated according to their department.

• **Diplomas.** Your diploma will arrive by mail after the Registrar has verified completion of all graduation requirements.

• **Questions?** Access [http://newscenter.sdsu.edu/commencement](http://newscenter.sdsu.edu/commencement) or contact the Office of the Assistant Dean, AL 202, 619-594-6270, assistnt@mail.sdsu.edu

I look forward to seeing you on May 12.
With our best wishes,

**Norma Bouchard, PhD**
**Dean of the College of Arts and Letters**