COLLEGE OF BUSINESS ADMINISTRATION

Commencement Ceremony
When: Saturday, May 19, 2012 at 8:00 a.m.
Where: Viejas Arena

Rehearsal
When: Thursday, May 17 at 12:30 p.m.
Where: Viejas Arena
(rehearsal for faculty only)

Entrance to Viejas Arena
Candidates must access Parking Lot L from the ground level, across from Parking Structure 4. All guests must access Viejas Arena through the main entrance gates. Due to stringent security measures, all students participating in commencement are required to present their RedID in order to be admitted to Viejas Arena. Students who do not bring their RedID to commencement will not be allowed to participate in commencement.

Processional
No later than 7:45 a.m., bachelor, masters and doctoral candidates should line up behind department signs in Parking Lot L (north of Viejas Arena) in cap and gown attire. At your assembly area, faculty marshals and student ushers will organize the processional lines. Candidates will line up two-by-two behind the sign designating their departments. While waiting in line, you will fill out cards asking for your name, degree and address. College representatives will use these cards to announce your name as you walk across the stage. In addition, commencement photographers will use these cards to send you photo information.

Inclement Weather
In the case of inclement weather, candidates should gather on the first floor of Parking Structure 4. At your assembly area, faculty marshals and student ushers will organize the processional lines. Candidates will line up behind the signs designating their departments.
**Tickets and Seating**

To ensure orderly entrance to Viejas Arena, guests must have tickets. Candidates may pick up complimentary, reserved seat tickets at GradFest, March 20-22 between 9:30 a.m.-7:00 p.m.

Beginning Friday, March 23, students who did not claim commencement tickets at GradFest will obtain them at the Viejas Arena Ticket Office. If a student does not claim tickets by 4 p.m. on Friday, May 11, the ticket office cannot guarantee the student will receive the full number of commencement tickets. Beginning Monday, May 14, tickets will be available to the general public and students will be allowed to obtain two additional tickets on a first-come, first-served basis providing there are tickets available. The ticket office cannot guarantee there will be additional tickets remaining for all of the college ceremonies.

**Ceremony**

Dean Cunningham will preside over the ceremony, which will begin promptly at 8:00 a.m. and last for approximately two hours.

*All graduates and guests should remain seated until the ceremony is concluded by Dean Cunningham.*

Graduates will exit Viejas Arena at floor level and guests will exit from the top gates. Guests will not be able to enter the arena floor. Please do not congregate in front of the arena exits.

**Photography**

Guests must remain seated until the conclusion of the ceremony. You will not be allowed to stand in the aisles or block the views of others in order to take photos or videos. Camera tripods are not allowed in Viejas Arena. There will be ample time after each ceremony to take photographs on campus with a wide variety of backdrops.

*Graduation portrait photographers will be available during GradFest, March 20-22.*

California Candids Graduation Photography will be taking photographs of each graduate on stage during the commencement ceremonies. Each graduate will be sent no-obligation proofs of the commencement photographs via email within 24-36 hours after the event. Proofs will also be sent via postal mail within one to two weeks of the ceremony. You will have the opportunity to purchase prints after you have seen your proofs. At the ceremony, please ensure that you provide correct address information on the card taken on stage from which your name will be announced.
If you have any questions about your commencement ceremony photographs, please email California Candids Graduation Photography at info@gradphotos.com or call toll-free (866) 882-2897. You can also visit gradphotos.com.

**Special Ceremonies and Receptions**

Include information here (Campanile Walkway reception, special recognition ceremonies, etc.).

**Disability Access**

Please call Student Disability Services at (619) 594-6473 for assistance for candidates or guests with mobility or hearing difficulties or other disabilities.

**Questions**

If you have questions, please contact the Business Advising Center at businfo@mail.sdsu.edu or (619) 594-5828.